

Nutrition and Dietetics Program

Student Guide

Allied Health and Nursing Division

2015 – 2016



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**GATEWAY COMMUNITY COLLEGE
ALLIED HEALTH & NURSING DIVISION**

Nutrition and Dietetics Program Student Guide 2015-2016

Nutrition and Dietetics students are responsible for reading and complying with the information which appears in the current Gateway Community College catalog and Student Handbook and in the Nutrition and Dietetics Student Guide. It is the intent of this guide to ensure client safety and professional, ethical, and legal conduct of all Nutrition and Dietetics students. Failure to comply with College and Nutrition and Dietetics Program standards will lead to a review of student behavior and possible disciplinary action, including dismissal from the Program.

The Program reserves the right to modify any statement in this handbook. Changes will be given to students through an Addendum.

Nutrition and Dietetics Student Guide Acknowledgement of Receipt and Agreement to Comply

I, _____, acknowledge receiving and reading the Nutrition and Dietetics Student Guide, including the *AUDIO/VIDEO RECORDING AGREEMENT* and the *CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO RECORD*.

I agree to comply with the standards stated within the Guide and with the terms of the *AUDIO/VIDEO RECORDING AGREEMENT* and the *CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO RECORD*.

I acknowledge that prior to signing I have been provided the opportunity to seek further clarification.

I understand that this statement will be placed in my Nutrition and Dietetics student record.

Student Name (Print): _____

Banner ID Number: _____

Signature: _____

Date: _____

AUDIO/AUDIO-VIDEO RECORDING AGREEMENT

I acknowledge that faculty of the Nutrition and Dietetics Program allow students to audio and/or audio-video record classes and on campus laboratory sessions as students deem necessary for enhancement of their studies.

In agreeing to this both the Student and the College recognize that:

1. the audio/audio-video recording may affect others in the course, including faculty and students, including the extent to which their participation may be affected by the audio/audio-video recording.
2. both the Student and the College acknowledge that there are legitimate interests involving copyright, academic freedom of the College, the instructor and the student's classmates, the Family Education Rights and Privacy Act (FERPA) regarding the privacy of recorded student information and expectations of others regarding having their identity and statements being recorded.
3. in order to balance the numerous interests of all concerned and to minimize the possible disruption and/or distraction that may result from the audio/audio-video recording of a class or laboratory session, the Student and the College mutually and voluntarily enter into the following agreement

With the understanding that I am being allowed to audio/audio-video record Nutrition and Dietetics classes and on campus laboratory sessions for my personal, academic use, I agree not to copy or reproduce the audio/audio-video recording, nor allow anyone else to copy, reproduce or use these materials, and I agree to not make any portion of the recording available on social networking or internet sites.

In particular, and as a condition of this agreement, I expressly agree to the following:

I will turn off the recorder during class or erase portions when requested;

I will not share the contents of the audio/audio-video recordings with anyone whatsoever;

I will not allow anyone to use the audio/audio-video recordings for any purpose;

I will not make, or allow anyone to make, copies of the audio/audio-video recordings;

I will not transfer the contents of the recorder to any other media nor will I transfer the contents electronically, by uploading, by downloading or in any other manner whatsoever;

I will keep such audio/audio-video recordings within my exclusive possession and control at all times and at all locations;

I will not make, or cause to have made, a written transcription in any form of the contents of the audio/audio-video recordings (other than personal notes for my sole and exclusive use)

By signing the *Nutrition and Dietetics Student Guide Acknowledgement of Receipt and Agreement to Comply*, I agree to adhere to these conditions if I decide to audio/audio-video record while a student in the Nutrition and Dietetics Program.

CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO RECORD

During your participation in simulated clinical experience scenarios (SCES) while a student in the Nutrition and Dietetics Program you will be both an active participant and an observer.

The primary objectives of the SCES are to support and enhance your clinical learning while a student in the Nutrition and Dietetics Program. The faculty believe that these experiences will provide you with an additional method to identify your learning needs and to improve your performance. SCES are designed to challenge your response and judgment in a variety of clinical situations. Due to the possible sensitive nature of any SCES as well as to maintain optimal simulation experiences for all learners, strict confidentiality regarding the specific scenarios, including what occurred during the simulation experience, is required by all participants and observers.

By signing this agreement, you agree to maintain strict confidentiality regarding the specific scenarios, and both your performance and the performance of others, whether seen in real time, on video or otherwise communicated to you as part of the SCES. You will be discussing the scenarios during debriefing, with the understanding that

Each student is asked to agree to the following conditions:

My signature on the *Nutrition and Dietetics Student Guide Acknowledgement of Receipt and Agreement to Comply* indicates my agreement to maintain strict confidentiality about the details of any SCES, its participant(s), and the performance of any participant(s). In addition, my signature indicates that I have authorized the Nutrition and Dietetics faculty and staff to video record my performance during SCES as a participant or as an observer. Furthermore, my signature indicates that I have authorized the Nutrition and Dietetics faculty and staff to use the video recording(s) of my participation in SCES for purposes including, but not limited to: debriefing me, faculty review and the educational support of other learners by displaying the recording.

My signature on the *Nutrition and Dietetics Student Guide Acknowledgement of Receipt and Agreement to Comply*, I acknowledge that my agreement is truly voluntary and that I have been provided the opportunity to seek further clarification of this document prior to signing.

FALL 2015

August 25	Semester Begins
August 27	Professional Day
August 31	First Day of Regular Semester – Classes Begin
September 4	Last Day to Add Classes
September 5-7	Labor Day Recess (COLLEGE CLOSED)
October 23	Mid-Term Deficiency Reports Due from Faculty
November 6	Last Day to Make up Incomplete Grades from spring 2015
November 13	Last Day to Withdraw from Individual Classes
November 25	Faculty Planning Day (NO CLASSES)
November 26 – Dec. 29	Thanksgiving Recess (COLLEGE CLOSED, NO CLASSES)
December 8	Reading Day
December 11	Last Day of Classes
December 12 - 18	Final Examinations
December 21	Last Day to Submit Final Grades (BY 12:00 NOON)
December 23	Semester Ends

SPRING 2016

January 18	Martin Luther King Day (COLLEGE CLOSED)
January 19	Professional Day
January 21	First Day of Regular Semester – Classes Begin
January 28	Last Day to Add Classes
February 12-15	President's Day Recess(COLLEGE CLOSED)
March 11	Mid-Term Deficiency Reports Due from Faculty
March 21-27	Spring Recess (NO CLASSES)
April 1	Last Day to Make up Incompletes from fall 2015
April 8	Last Day to Withdraw from Individual Classes
May 5	Reading Day
May 9	Last Day of Classes
May 10 - 16	Final Examinations
May 19	Last Day to Submit Final Grades (BY 12 NOON)
May 26	Graduation
May 30	Memorial Day (COLLEGE CLOSED)
June 1	Semester Ends

Dr. Dorsey L. Kendrick
President

GENERAL PROGRAM INFORMATION

GENERAL PROGRAM INFORMATION

Introduction

The Nutrition and Dietetics (ND) Guide contains the program specific standards and procedures in effect for academic year 2015-2016. It is the student's responsibility to be familiar with the content in the ND Student Guide. The student will be held accountable for meeting the expectations outlined in the ND Student Guide, College Catalog, and College Student Handbook. The ND Program reserves the right to modify any information contained in the ND Student Guide. Officially approved changes will be made known to students through a ND Student Guide Addendum.

The ND program is open admission. Students who meet the Gateway Community College entrance requirements are able to choose Nutrition and Dietetics as their program of study. For further information on admission procedures to Gateway Community College, please refer to the Gateway Community College website at www.gatewayct.edu.

Nutrition and Dietetics Program Costs as of Academic Year 2015-2016

For the entire program, the approximate costs are outlined below. The specifics may change depending on the price of books, distance to field sites, cost of CPR program, cost of physical exam and uniform needs.

In-State Tuition for full- time students: \$3,600
Services Fee: \$432
Student Activity Fee: \$20
Total = \$4,052.00 Annual Full-time; for 2 years = \$8,104

Out-of-State Tuition for full-time students: \$10,800
Services Fee: \$1,296
Student Activity Fee: \$20
Total = \$12,116 Annual Full-time; for 2 years = \$24,232

Plus:

Lab Fees for Biology and Chemistry: \$176
Clinical Fees for NTR 210, 212, 214: \$903
Books: ~ \$2000
Travel to and from field sites: ~ \$432
Liability Insurance: \$15
CPR Class: \$55
Uniform: \$100
Background Check: \$65
Health Form (Online Health Form Service): \$35
Physical Exam: Dependent upon insurance coverage

Total Estimated Costs for the ND Program for In-State Students = \$11,885.00

Withdrawal and Refund of Tuition and Fees

The refund is determined according to the date of course withdrawal. A full refund of tuition is offered when a course is dropped a day prior to the beginning of class. There is a 50% tuition refund when a course is dropped within the first two weeks of the semester. Students are encouraged to contact the Registrar's office for specific dates each semester.

NUTRITION AND DIETETICS PROGRAM REQUIREMENTS

Suggested Course of Study

FRESHMAN YEAR

Fall Semester

Course #	Title	Credits
ENG 101	Composition	3
MAT 115	Mathematics for Science and Technology	3
NTR 101	Introduction to Dietetics	3
NTR 102	Nutrition I	3
NTR 120	Foods	3
BIO 115	Essentials of Human Biology	<u>4</u>
Total Semester Hours		19

Spring Semester

Course #	Title	Credits
NTR 103	Nutrition Therapy I	3
NTR 105	Food Management Systems	3
COM 171	Fundamentals of Human Communication	3
HSP 108	Safety, Sanitation and Maintenance	1
CSC 101	Introduction to Computers	3
or		
CSA 105	Introduction to Software Applications	3
Elective	Humanities	<u>3</u>
Total Semester Hours		16

Summer Semester

Course #	Title	Credits
NTR 210	Nutrition Internship I	<u>3</u>
Total Summer Hours		3

SOPHOMORE YEAR

Fall Semester

Course #	Title	Credits
NTR 104	Life Cycle Nutrition	3
NTR 201	Community Nutrition Education	3
NTR 212	Nutrition Internship II	3
CHE 101	Introduction to Chemistry	3
or		
CHE 111	Fundamentals of Chemistry	4
Elective	Social Science	<u>3</u>
Total Semester Hours		15-16

Spring Semester

Course #	Title	Credits
NTR 202	Nutrition Therapy II	3
NTR 204	Management in Dietetics	3
NTR 214	Nutrition Internship III	3
Elective	Fine Arts	3
Total Semester Hours		12
Total Credit Hours		65-66

Nutrition and Dietetics Mission Statement

The mission of the Nutrition and Dietetics Program is to prepare graduates with entry level skills, competence, and flexibility to compete successfully in a dynamic employment market wherever food, nutrition, and fitness are emphasized.

Goals

- ◆ Promote the profession of Nutrition and Dietetics.
- ◆ Provide developmental students with an individual course of study to enhance their academic skills in order to prepare for the program of their choice.
- ◆ Offer a curriculum that assures competence in written and oral communication, scientific and quantitative reasoning, problem solving, and the tools for lifelong learning.
- ◆ Integrate discipline specific didactic and clinical investigation to prepare students for a Nutrition and Dietetics career.
- ◆ Articulate with four-year institutions to provide an educational ladder using the degree as the foundation for a B.S. degree.
- ◆ Promote ongoing professional development and lifelong learning through community education programs.

Program Outcome Measures

Upon successful completion of all program requirements:

- ◆ Graduates will achieve a pass rate of at least 70% on the DTR exam over a five year period.
- ◆ Within twelve months of graduating at least 60% of the graduates will have attained employment related to the field of dietetics and/or enrolled in an accredited continuing education program.
- ◆ Students will achieve a satisfactory rating for the entry-level competencies of a dietetic technician.
- ◆ Employers will rate program graduates in their employ as satisfactory knowledge base on surveys.
- ◆ An attrition rate of 35% or less will be maintained for students completing NTR*104 – Life Cycle Nutrition.
- ◆ Eighty percent of students will evaluate each nutrition course with an overall minimum rating of good or better.
- ◆ Program faculty will maintain their Registered Dietitian status and professional portfolio/continuing education credits while employed by Gateway Community College.
- ◆ Students will attend a minimum of 8 hours at professional meetings offering continuing education units.

Statement of Non-Discrimination

Please refer to the Gateway Community College Student Handbook.

REPORTING ABSENCE OR TARDINESS:

Please follow procedure according to Program standard (See B. Student Attendance Standard). In addition:

1. Call within one half hour of the scheduled shift to the instructor at GCC and
2. Personally contact your field site supervisor.

Gateway Community College

Telephone

Cell Phone

Program Director:

Marcia Doran

(203) 285-2390

E-Mail: mdoran@gatewayct.edu

Clinical Coordinator:

Elaine Lickteig

(203) 285-2389

(203) 695-1258

E-Mail: elickteig@gatewayct.edu

Clinical Instructor:

Dominique Doris

(203) 695-1258 (c/o Elaine Lickteig)

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Clinical Instructor:**Pam Galasso****E-Mail: pgalasso@gatewayct.edu****(203) 695-1258 (c/o Elaine Lickteig)****Allied Health and Nursing Division Director:****Sheila Solernou****E-Mail: ssolernou@gatewayct.edu****(203) 285-2393****PHILOSOPHY**

Through field experience, students develop competence to practice at the entry level in food service management, clinical nutrition, and community nutrition. Field experience provides opportunities to develop new skills and to network for future jobs. Generally, students are not paid for field work, but their responsibilities are as serious as those of paid employees.

STANDARD

A minimum of 450 hours in supervised practice (nutrition field experience) is required by the Academy of Nutrition and Dietetics (A.N.D.) for Nutrition and Dietetics students. In some cases, students may require more than 450 hours in order to demonstrate competence.

CREDITS AND GRADING

Nutrition and Dietetics students earn 3 credits for each of the following: Nutrition Internship I (NTR 210), Nutrition Internship II (NTR 212) and Nutrition Internship III (NTR 214). They are graded on a Pass/Fail basis. The Internship is competency based and students must pass ALL competencies to pass the course. Students must also earn a minimum of a C in Nutrition Therapy I (NTR 103) and Food Management Systems (NTR 105) to be eligible to register for Nutrition Internship. If a student fails the Nutrition Internship, he/she will have to wait until the next scheduled class in order to repeat the work.

HEALTH ASSESSMENT

A completed physical exam form, including immunizations and PPD and associated lab results is required prior to beginning internships. Students will **not be scheduled** to begin at field sites until the health form has been **processed and approved** by the online service. **Please see the form in Appendix I.**

CRIMINAL BACKGROUND CHECK

A criminal background check will be required for every student prior to beginning the Internship.

A. **DRESS CODE**

It is the student's responsibility to purchase his/her own uniform. The uniform requirements vary according to site. The following are generally required:

- Uniforms for females:
Nutrition and Dietetics embroidered shirt with business casual pants and appropriate
Closed toe shoe with non-skid soles.
Stockings with dresses or skirts, socks with pants.
Long lab coat may be required.
GCC ID badge must be worn at all times.
Uniform attire should be clean, pressed and properly maintained.
- Uniforms for males::
Nutrition and Dietetics embroidered shirt with business casual pants and appropriate
Closed toe shoe with non-skid soles.
Long lab coat may be required.
GCC ID badge must be worn at all times.
Uniform attire should be clean, pressed and properly maintained.

Field site supervisors are authorized to send a student home if the uniform or clothing is wrinkled or dirty.

Attire: The GCC embroidered shirt is required.
Shoes should be well constructed and practical.

Hair: Hair longer than shoulder length must be securely tied back to keep from coming in contact with patients and/or food. Appropriate hairstyles and accessories are to be conducive to the professional atmosphere of field site. Hair nets or caps covering all the hair are required in field experience when working with food.

Personal: Appropriate levels of daily personal hygiene should be maintained including body
Hygiene: cleanliness. Facial hair must be trimmed to no longer than ½ inch.

Jewelry: For purposes of safety and protection from infection, earrings must not extend beyond ear lobes and ornamental rings are not permitted in direct patient care/food service areas. Necklaces, excessive rings, and ornamental jewelry of any kind are not permitted. These can be hazardous to the patient as well as the student.

Fingernails: Must be cleaned and trimmed. Students are not permitted nail polish.
Artificial nail products may not be worn.

Cosmetics: Cosmetics are to be used in moderation. Perfume and cologne are not permitted.

ID: Student ID tags must be worn at all times. Lanyards are not allowed, all ids must be attached to attire or lab coat and visible.

Gum
Chewing: Not allowed.

Not Permitted: Jeans, shorts, sweats, tee shirts, mid-drift shirts, tank tops, work-out clothes, canvas or cloth shoes, sandals, clogs, boots, high heels, mini-skirts. No hats or caps.

B. STUDENT ATTENDANCE STANDARD

The student's work in field sites is extremely important to the field site, the Program, and to the student. Poor attendance will affect the student's insurance coverage, will cause the student to fail the course, and will prevent graduation therefore affecting the ability to sit for the DTR exam. **There are extreme consequences for changing schedules and failing to report the changes.**

Field Site Policy:

1. Nutrition Internship sites will be determined by the GCC Nutrition and Dietetics Program Clinical Coordinator. All Nutrition Internship site placements are at the discretion of the Program. The student is required to attend the site specified.
2. Students are scheduled for eight (8) hours of internship per day and generally 2 days/week. Please report to your field site on time and be ready to start when your shift begins.
3. The Field Site Supervisor must approve any variation in hours worked. The college Clinical Coordinator/Program Director must approve a permanent change in hours worked. Request for a change in hours must be made in writing and will be granted at the discretion of the Program Director. Deviations in the schedule must be approved by the Clinical Instructor and your supervisor at the site.

The student must complete weekly logs and turn them in to his/her on-site supervisor to be signed. Hours worked must be verified on a daily basis by the Field Site Supervisor.

The student's daily log is an individual time card. It is the student's responsibility to sign in and out each day. At the end of the field experience, these hours are then tallied and recorded. It is strongly suggested that each student keep his or her own records. **Any** inaccuracies entered on a daily log will be considered falsification of documents and will result in immediate dismissal from the ND Program.

Students are required to fulfill their field site obligations. The Field Site Supervisor will have discretion on approving the times in/out for each day that the student receives permission to leave early. Chronic absenteeism, tardiness, and leaving early will be dealt with in accordance of the disciplinary standard for the Program.

Attendance logs **MUST** be submitted at each class and with the completed field site notebook. Please note that this data will be part of the grade. Failure to hand in these sheets will result in loss of hours for the rotation, as well as a failure in competency for that rotation.

4. The first time the student forgets to notify the Program Director or Clinical Faculty of a change in schedule, he/she will receive a warning. The second time this occurs, the student will be failed from the field experience and will not be allowed to take Nutrition Field Experience until the next year.

Emergency Changes: If problems arise which prevent attendance at a field site or which could cause a student to be late, the student must refer to the individual field experience assignment packet for specific contact information.

5. Unreported changes (not showing up and not calling both the college and the field site, showing up on an unscheduled day, showing up more than 15 minutes late or leaving more than 15 minutes early) will not be tolerated. The first time this happens, the student will be given a warning. The second time it happens, the student will be given the option of withdrawing from Nutrition Field Experience or earning a failing grade. The student will not be allowed to take Nutrition Field Experience until the following year.
6. Reporting a Non-Scheduled Day-Off or Tardiness: Students who will be unable to report to the field site at the start of their scheduled shifts are expected to notify their Field Site Supervisors within **one half hour** of the scheduled shift.

C. **BEREAVEMENT TIME**

1. It is the standard of the Allied Health and Nursing Division to grant students reasonable bereavement time off when a death occurs in a student's immediate family.
 - a. **Definitions**
Immediate Family - Spouse, parent, step-parent, daughter, son, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparent, grandchild, a person who is legally acting in one of the above capacities, or another relative living in the student's residence.
 - b. **Guidelines**
 - **Benefit Provisions - Death in Immediate Family**
When a death occurs in a student's immediate family, the bereaved student will be granted bereavement time off up to three consecutive days to attend the funeral, to make arrangements relating to the death and as emotional stress or other circumstances require. The Program Director reserves the right to require verification of the death and relationship.

Additional bereavement time off may be granted at the discretion of the Program Director.

D. **LEAVE OF ABSENCE**

In cases of extenuating circumstances such as extensive illness, hardship or emergency, a student may request a Leave of Absence from the Program. This request must be made in writing to the Program Director. Students on Leave who wish to re-enroll must comply with the following criteria:

- Petition the Program Director for readmission,
- The length of absence will determine the student's Program/course status upon return,
- The assessment is at the discretion of the Program Director,
- The student may be required to retake a course/courses if the leave of absence is greater than 5 years; the student may be required to take a comprehensive exam for previously taken courses and must score a minimum of 75% to pass.
- The student who has withdrawn or been dismissed due to academic deficiencies will be required to take a comprehensive exam for previously taken courses, and must score a minimum of 75% to pass.

E. **SCHOOL CLOSINGS**

See GCC Student Handbook, Section on School Closings. **School Closing Hotline: (203) 285-2049.** For example, if there is a 90-minute delay, the College opens at 9:30am and all 8:00am classes are cancelled. The remainder of the classes will begin at their regularly scheduled time.

School Closings on Clinical Days: Students follow the GCC closing/delay schedule for academic AND clinical days. If there is a school delay, the student is required to arrive at the field site at the same time the College opens. If there is a specific opening time noted, for example the College opens at 10:00 a.m., then the student must arrive at their field site at 10:00 a.m. and will be allowed to leave at 4:30 p.m. or 5:00 p.m. that day. **In the event that College classes are cancelled, internships for that date will be cancelled.**

F. **CLINICAL EVALUATIONS**

- The student's field work is directly supervised by an employee of the field site. The field site supervisor prepares the evaluations. The Program Director assigns the final Pass/Fail grade, based on the evaluations, logs, time sheets, notebooks, visits to the site, and class participation.
- All field assignments have specific written work or notebooks that must be turned in to the Clinical Instructor prior to or on the specified due date.

- In most field experiences, the student will have a mid-semester evaluation. The purpose of this is to make certain that the student is “on target” with the assignments.
- The student will have a final evaluation conducted by the field site supervisor with the Program Director or the Clinical Instructor present. It is the responsibility of the student to arrange this.
- The Program Director, Clinical Coordinator or Clinical Instructor will call the site and visit at least once before the final evaluation.
- The student will complete a final self-evaluation each semester. **See Appendix M.**
- A student who fails to fulfill the required objectives or competencies in any given term will receive a grade of F for the field experience. This may result in immediate dismissal from the Program.

G. KEEPING YOUR OWN RECORDS

Students are strongly advised to keep a copy of their evaluation sheets and recorded hours for their personal records. This concept is recommended for both verifying hours when original sheets are “lost” or misplaced and for reference when applying for employment. Clinical records and evaluations cannot be removed from the college once they are submitted. Students are responsible for making copies at their own expense.

H. PREGNANCY STANDARD

- Students must submit a doctor’s note for clearance to return to internship following a pregnancy.

I. HEALTH SCREENING STANDARD:

All students are required to submit a current medical examination report by a physician submitted prior to beginning Internship that states the applicant is in good physical and emotional health and free of communicable diseases. (**See Appendix I.**) Students may need to participate in a drug screening at the clinical affiliate(s). **Results may prevent a student from completing the required 450 hours of internship and, therefore, the Program.**

Each student must have a flu shot yearly in September or October.

Each student must provide the Program Director and in some cases the clinical affiliate, with documentation of a PPD (tuberculosis) test and the results on an **annual** basis. Each student must have current, within the last year, documentation of PPD or negative chest x-ray results on file at the College. Non-compliance will result in removal from the clinical affiliate. Students must also have an annual flu shot to attend internships.

STANDARD PRECAUTIONS/INFECTIOUS DISEASES/OTHER

Students enrolled in the Nutrition and Dietetics Program will adhere to all standards and procedures concerning Standard Precautions and Infectious Disease Policies and Health Insurance Portability and Accountability Act of 1996 (HIPAA) as practiced at the assigned clinical affiliate. The defined standard is located in the office of the designated clinical supervisor or through the Personnel Health Center at the Clinical Site. Furthermore, all students are required to submit a current medical examination report by a physician that states the applicant is in good physical and emotional health and free of communicable diseases. Students may need to participate in a drug screening.

Students are required to participate in a Certified Background Check via an online tracking system for their health records. **See Appendix I.**

If the student's health status should change so that it affects the student's ability to meet the technical standards defined for the ND program, and/or the student is absent from clinical, the student must notify the instructor and/or the ND Program Director, and the need for additional clearance will be determined. In the event that the student is hospitalized for any medical/psychiatric reason, the student must notify the instructor and/or ND Program Director. The student needs to submit documentation from the associated health care provider to the ND Program Director in order to achieve clearance to return to the ND program and to participate in clinical ND courses.

The student is required to follow all instructions for documentation of immunization status with the required laboratory reports, and to obtain the signature of the health care provider as indicated. The student is strongly encouraged to receive the Hepatitis B immunization series; any student who refuses to receive the immunization must submit the Hepatitis B waiver form. Tuberculin tests (PPD) must be updated on an annual basis.

J. STUDENT CONDUCT

Please refer to the GCC Student Handbook Standard on Student Conduct.

GENERAL INFORMATION

Student Conduct

ND students are entering a profession that requires academic honesty and integrity. The discipline of nutrition and dietetics requires assumption of personal responsibility and ethical behavior in all settings, in keeping with the *A.N.D. Code of Ethics* (see **Appendix F**). Students are expected to conduct themselves in a manner consistent with the standards of professional behavior and clinical practice at all times. Measures are instituted throughout the program to preserve this integrity. Any violation of conduct will be dealt with according to the standards outlined in this ND Student Guide, the College Student Handbook, and the *Board of Regents (BOR)/Connecticut State Colleges and Universities (CSCU) Student Code of Conduct* and the *Policy Manual of the Board of Trustees of the Connecticut Community-Technical Colleges* available at: <http://www.ct.edu/files/pdfs/ccc-policy-manual.pdf> and any additional policies approved by the Board of Regents for Higher Education governing student conduct.

Students are expected to abide by these standards of professional behavior and clinical practice at all times. Any student found to be in violation of these policies/standards may be dismissed from the ND program.

The use of cell phones/smartphones or electronic devices for making calls or text messaging is not permitted in the clinical area, college laboratory or classroom. The devices must be set to vibrate if brought to class, lab or clinical area. If the student disrupts other students, faculty or staff with the use of these devices or uses these devices inappropriately, the student may be subject to disciplinary action per college policy.

ND students are reminded that posts to any and all social networking or social media (including personal Facebook, Twitter, personal blogs, and other types of social media accounts) must reflect the same behavioral standards of honesty, respect, consideration and professionalism that are expected in college and clinical environments. In any social media posts or communications, students must adhere to the same restrictions related to privacy for fellow students, faculty, and clients as they do in a classroom or clinical environment in accordance with federal *Health Insurance Portability and Accountability Act (HIPAA) standards*. Inappropriate use of social media by users with regard to the college, its faculty, students, clinical agencies or ND clients is subject to disciplinary action.

A student's written work is expected to be original and done independently unless otherwise indicated. Footnotes and references must be used to acknowledge the source and avoid plagiarism in accordance with the American Psychological Association (APA) standards.

Selected portions of the ND curriculum are taught, reinforced, or reviewed through the use of educational software/instructional media such as videotapes, computer programs, audio cassettes, DVDs and/or online learning activities. Students are required to adhere to all copyright standards. Violations of academic integrity will be dealt with in accordance with College policy.

The list of general rules of student behavior in the GCC Student Handbook is by no means a definitive or exhaustive one and does not preclude a student from being required to comply with additional rules and standards as required by the Program Director and/or clinical site to which they are assigned. Students are expected to conduct themselves in a positive manner compatible with their desired profession and in accordance with the *A.N.D. Code of Ethics*.

Please be advised that altering or falsifying clinical records, plagiarism and/or cheating will not be tolerated.

Clinical Disciplinary Procedure:

1. Documented verbal warning,
2. One disciplinary written warning, Clinical Performance Improvement Plan
3. Clinical/Academic disciplinary probation, Clinical Warning
4. Programmatic dismissal.

Clinical Performance Improvement Plan

When a student's performance does not meet clinical objectives, a *Clinical Performance Improvement Plan (CPIP)* is developed by the clinical instructor, faculty member, and student to promote student success. The plan is time limited and designed to assist the student to identify, address and obtain assistance with identified performance areas in need of improvement to meet course objectives. The clinical instructor must document that the student has successfully completed the objectives of the *CPIP*. **See Appendix K.**

Clinical Warning

A student will be placed on Clinical Warning when the student fails to meet the requirements of the *Clinical Performance Improvement Plan* or commits a single serious occurrence. A student may be placed on Clinical Warning at any time during the semester. The recommendation for Clinical Warning is made by the course faculty. The student will be advised of his/her status in writing including a statement of the course objectives/competencies which the student performed unsatisfactorily or inconsistently.

A student placed on Clinical Warning must meet the clinical objectives by the end of the course in order to satisfactorily pass the course and progress to the next nursing course. Failure to do so may result in dismissal from clinical, a clinical failure, and a grade of "F" for the course.

Exceptions to the *Clinical Warning standard* may occur if, in the professional judgment of the ND faculty/clinical instructor, a student demonstrates inappropriate, unethical, or unsafe behaviors or places a client in imminent danger during a clinical rotation. Should this situation occur, the student may be dismissed from the clinical area and/or the ND program without a prior *Clinical Warning*. The student may request a meeting to discuss the incident with the course faculty within 48 hours. A decision concerning the student's status will be made by the ND faculty, and the student will be notified in writing within five (5) working days from the incident and/or meeting. The student has the right to request an appointment with the course faculty to discuss his/her status within five working days of receipt of letter.

Student Appeal Process

Any student has the right to appeal a decision of the ND faculty.

Step One: The student is advised to discuss the concern with the ND faculty member, Clinical Coordinator or clinical instructor involved within five (5) business days of the incident.

Step Two: If the student is not satisfied with the resolution at Step One, the student is advised to bring the concern to the ND Program Director within five (5) business days. If the faculty member involved is the Program Director, the process will move to Step Three.

Step Three: If the student is not satisfied with the resolution at Step Two, the student may bring the concern to the Allied Health and Nursing Director within five (5) working days. The Allied Health and Nursing Director will respond in writing within five (5) working days of the receipt of the appeal.

If the student is not satisfied with the decision of the Allied Health and Nursing Director, the student can initiate the college student grievance procedure as outlined in the College Student Handbook.

In matters of severe misconduct, the Allied Health and Nursing Division Director reserves the right to suspend the above disciplinary procedure and recommend to the College the immediate dismissal of a student from the Allied Health Program whose health, clinical performance, attendance or conduct does not remain in compliance with the Gateway Community College Student Handbook and Program Guide standards. In such cases where the continued presence of a student constitutes, in the judgment of the Clinical Affiliate, a danger to the health and safety of patients or staff, the clinical affiliate may remove the student from the practical setting and refer the student immediately to the College for appropriate disciplinary or academic proceedings.

The Clinical Affiliate may require that a student be suspended or withdrawn from the Clinical Affiliate setting due to unacceptable performance, impairment, health status or failure to comply with Clinical Affiliate standards. If the Clinical Affiliate wishes to raise a concern about a student, that communication will go first to the Program Director who, in turn, will share it with the parties concerned. The Clinical Affiliate reserves the right to immediately remove a student who the Affiliate determines represents a danger to patients or staff. Any other suspension or termination from the Program shall follow the appropriate college disciplinary or academic process.

A student who is removed from a Clinical Affiliate may be dismissed from the Program, and will not be eligible for re-admittance to the Program at any time.

K. ACADEMIC STANDARDS

The Program requires a minimum grade of C in each and all math, science and Program specific courses to continue in the Program. Further, the student will successfully complete all of the Program's published competencies and course objectives for each given semester and summer field experience, as well as pass task objectives for each rotation. Students may not be able to enroll in the next semester field experiences without successfully completing the course from the previous semester.

At the discretion of the Program Director, students receiving less than a B- in a programmatic course will be required to attend tutoring sessions as outlined in their individualized academic advising plan.

The dismissal of a student from any course teaching/learning activities other than clinical beyond one day (interim suspension) must be made in collaboration with the ND Program Coordinator and the Dean of Student Services for the college. If interim suspension from any course teaching/learning activities other than clinical is a consideration, the student is provided an opportunity to meet with designated college personnel to provide pertinent information. The information provided by the student is considered by the designated college personnel in collaboration with the Dean of Student Services prior to any decision addressing the interim suspension from course learning/teaching activities other than clinical.

NUTRITION AND DIETETICS
GRADES AND QUALITY POINTS

<u>NUMBER GRADE</u>	<u>LETTER GRADE</u>	<u>GRADE WEIGHT</u>
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
below 60	F	0.0
	I	Incomplete
	W	Withdraw
	N	Non-attendance
	Au	Audit
	P	Pass

L. REQUEST FOR LETTER OF RECOMMENDATION

Students who are requesting a letter of recommendation for a prospective employer, or for college or scholarship application are required to complete a faculty recommendation request form and submit it to the faculty member who will write the recommendation, per college standard. A form that should be used for this purpose is contained in **Appendix L**.

M. CONTINUATION OF CLINICAL ASSIGNMENTS AND DIDACTIC EDUCATION

A student whose GPA falls below the minimum requirement (2.0) will be dismissed from the Program. Dismissed students must wait at least one semester before applying for readmission. Students who wish to enroll again must comply with the following criteria:

- receive counseling from Program faculty, college support services.
- earn a grade of C (75%) or better in courses attempted in order to demonstrate academic progress.
- the student must demonstrate to the Program faculty that they have maintained the skills of the semester previous to the semester of which they are applying for readmission; assessment will be at the discretion of the Program Director and may include, but not limited to, repeating field experiences and assignments.
- after the student meets all of the above criteria he/she may petition the Program faculty committee in writing for readmission.

The Program Director reserves the right to deny readmission to those students whose academic and/or clinical performance does not meet prescribed program standards (see GCC Student Handbook, Academic Standards).

N. GRADE APPEALS

Students will follow the standard as stated in the College Student Handbook, Standard on Student Rights for both didactic and clinical grades.

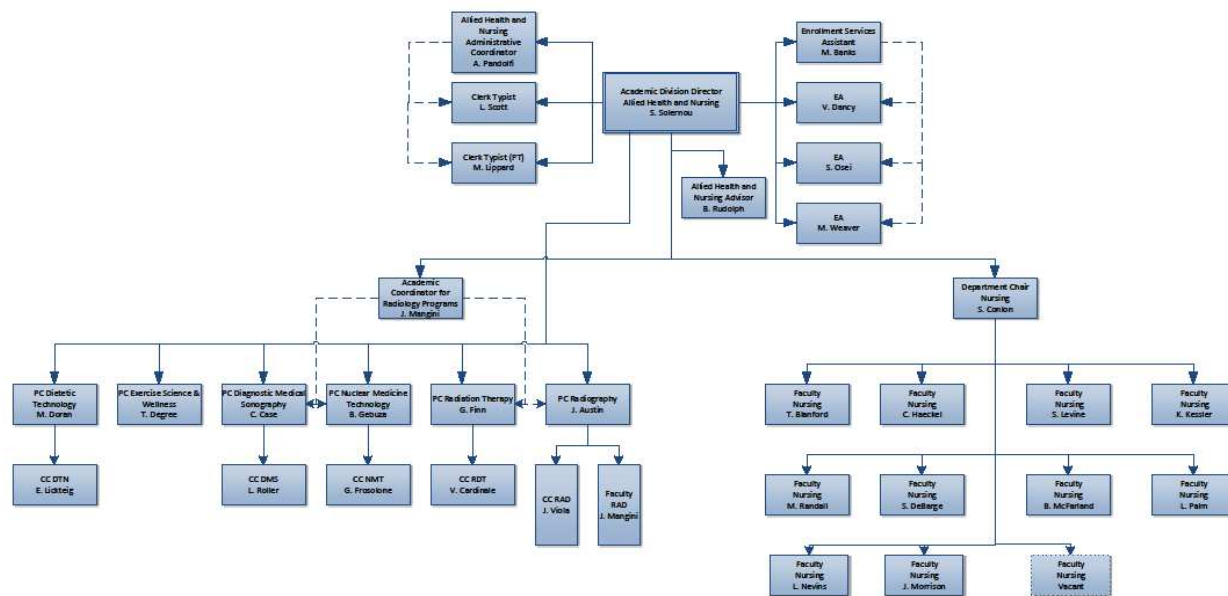
O. NUTRITION AND DIETETICS PROGRAM TECHNICAL STANDARDS

The Gateway Community College Nutrition and Dietetics Program has established technical standards that must be met by the students in the Program. Each student must be able to:

1. Lift and move a minimum of 20 lbs. (Examples: Move a loaded tray of food from a cart to a table; prepare food in an institutional kitchen.)
2. See, hear, and have manual dexterity to write and use keyboard. (Examples: Enter and retrieve data from a computer; read and write in a medical record or on forms; interview and instruct patients and classes; prepare food; carry food items, charts.)
3. Communicate in a clear and concise manner with people in various departments and over the phone.
4. Sit and stand for long periods of time.
5. Bend, stretch, and push to reach and move items.
6. Move between patients rooms, diet office, and different floors and maneuver in an institutional kitchen.
7. Work with hot items. (Examples: Pans of food, hot surfaces, grills.)
8. Handle sharp equipment, utensils, and, occasionally, hazardous chemicals. (Examples: Knives, commercial slicers, cleaning and sanitizing solutions.)
9. Understand and apply directions given.
10. Complete all required experiences in a timely fashion.

P. ORGANIZATIONAL CHART

Allied Health and Nursing Division Organization Chart



01/16/2015

Q. VERIFICATION OF PROGRAM COMPLETION

Upon successful completion of all supervised experience components, didactic courses, and graduation from Gateway Community College the student will be given a Verification Statement. This form is used by the Academy of Nutrition and Dietetics to ensure that qualifications have been met for membership and by the Commission on Dietetic Registration to determine eligibility for the Registration Examination for Dietetic Technicians. It is the student's responsibility to make arrangements to take the exam.

R. INTERNSHIP SITE SCHEDULING

1. Internships are divided into three blocks. The Nutrition and Dietetics student will begin internship during the summer after the student has completed Nutrition Therapy I (NTR 103) and Food Management Systems (NTR 105).
2. The three blocks include summer, fall, and spring.
 - Nutrition Internship I (NTR 210) consists of a 3 credit course. This course contains assignments equaling 50 hours of class related field work **as well as** 100 hours of specific placement in field sites over the summer in food service, clinical or community setting.
 - Nutrition Internship II (NTR 212) consists of a 3 credit course. This course contains assignments equaling 50 hours of class related field work **as well as** 100 hours of specific placement in field sites over the fall semester in food service, clinical or community setting.

- Nutrition Internship III (NTR 214) consists of a 3 credit course. This course contains assignments equaling 50 hours of class related field work **as well as** 100 hours of specific placement in field sites over the spring semester in food service, clinical or community setting.
 - A. Nutrition and Dietetics students earn a pass/fail for each internship when they have satisfactorily completed a minimum of 150 hours and the requisite assignments. Transportation time does not count towards the required hours.
 - B. Students must complete all of the hours to be eligible to graduate. If the hours and assignments/program work are not completed by the day that grades are due, the student will not be able to graduate and will not be qualified to take the national registration exam. The student will receive an "I" (Incomplete) for the course. The Incomplete needs to be completed by 10 weeks into the following semester or it will automatically become an "F".
- 3. The placements may vary based on individual needs and availability of internship sites. If the student does not finish 450 hours by the end of the 3 internships, then they will register, pay for and **repeat the next internship in the cycle.**
- 4. After discussing scheduling needs with each student and field site, the Program Director/Clinical Instructor directs the student to discuss his/her specific schedule with the field site supervisor.
- 5. In the 3 major experiences, the student typically works 2 days per week and 8 hours per day. It is difficult to understand the field site or the work in less than 2 days per week.
- 6. All field experience site placements are final. Field site assignments are based on providing equitable education to all students, and are created at the discretion of the Clinical Coordinator, Clinical Instructors and the Program Director.
- 7. Goals for the internship serve a threefold purpose. First, the student will learn to perform the job responsibilities of a dietetic technician and patient/staff interaction skills. Second, the internship will allow the student to develop the maturity necessary to face the responsibilities the student will meet as a future dietetic technician and employee. And third, students will meet the 2012 Standards for Dietetic Technician Education Programs Core Knowledge and Competencies for the DTR.
- 8. The student is expected to treat the internship as if it were a job. Employers are reluctant to hire, and the faculty will be hesitant to recommend, those students who have a history of excessive absenteeism or tardiness. The student should remember this throughout his/her training period. In conclusion, the student's attitude and dedication while in the Nutrition and Dietetics Program will affect not only his/her grades, but also the student's opportunities after graduation.

S. TRANSPORTATION AND MEAL COSTS

- All students are responsible for their own **transportation and parking costs** at the field sites.
- Students are responsible for paying for their own meals at the field sites or by bringing their own food.
- Transportation time does not count towards required hours.

T. INSURANCE

1. Injury and Sickness Insurance

All enrolled students are automatically covered under the School Time Injury Only Insurance Plan. School time is defined as the time a student is attending classes or participating in and traveling directly to or from an activity sponsored by the College. Additional optional Injury and Sickness insurance is also available. For additional information on Injury and Sickness Insurance, see the College Student Handbook.

2. Malpractice Insurance

Students are covered for professional liability as long as they are matriculated and doing required course work for credit. This liability statement was originally described in Public Act 78-54 (An Act Concerning Liability for Students in Field Placement Programs), and updated in the Connecticut General Statutes (Vol. 3, 1989, Section 10-235).

Students are required to pay \$15.00 per year to cover their professional liability insurance. This is due prior to beginning any field experience. The check must be made out to Gateway Community College and include the student's banner identification or social security number.

U. HEALTH AND SAFETY STANDARDS

Basic Life Support (BLS) Certification

Students are required to provide documentation of current professional level certification in Basic Life Support for adult, child, and infant. Certification can only be earned through the American Heart Association or the American Red Cross and must remain current throughout the Program. Courses meeting this requirement are:

1. The American Heart Association Basic Life Support (BLS) for Healthcare Providers
2. The American Red Cross CPR/AED for the Professional Rescuer

These are the only two acceptable providers.

A copy of the current certification card will be kept on file on the college which the student is attending. Failure to comply will result in exclusion from the clinical learning experience.

V. HEALTH AND SAFETY TRAINING

Students are required to complete the online CT Hospital Association (CHA) Health and Safety Training Course prior to participation in clinical experiences. The course is available at: <http://www.chime.org/career/healthcourse2010/main.html>. See the Clinical Coordinator for specific directions.

Technical Standards reflect reasonable expectations of the ND student for the performance of common functions of the DTR (see section O. ND Program Technical Standards). The ND Program adheres to American Disability Act Standards.

College ND laboratories and many clinical sites are not latex-free. Students who enter the program with a latex sensitivity/allergy must notify the ND Program Director and develop a plan of action.

Incident Follow-Up

Any student who sustains an injury or exposure to body fluids in the college laboratory or at the clinical site will follow the standards of the institution. The student must report to the ND faculty immediately and complete appropriate forms.

In the event of student injury that necessitates student absence from internship, the student must provide the ND Director with documentation from the associated health care provider of clearance to return to the ND program and to participate in field experience courses.

W. ADDITIONAL INFORMATION

- Students will arrange time with their field site supervisor for their midterm and final evaluations. Students must work with the Program Director and/or the Clinical Instructor and the Field Site Supervisor to schedule the final evaluation. The Field Site Supervisor must sign attendance logs, daily logs, and evaluations. Weekly logs are to be submitted to the Clinical Instructors via e-mail.
- All students are required to abide by procedures and standards of the institution that provides their field experience. They are responsible to the supervisor on duty.
- Credit for prior experience needs to be evaluated on an individual basis. Speak to the Program Director or Clinical Instructor regarding this matter.
- **Organize your time at your field site:**
 - Assignment books are to be completed for each experience.
 - Read your assignments and references prior to each field day.
 - Bring your assignments and key references each day.
 - Arrive on time.
 - Keep your supervisor informed of your deadlines for evaluations, logs, etc.
 - Keep your supervisor informed of your whereabouts at all times.
 - Plan to do work at home, such as writing up your field experience notebook neatly or looking up terminology or drug interactions, etc.
 - Ask questions if you do not understand directions.
 - Use every opportunity in field experience to learn as much as you can about every area of dietetics. Taking on extra responsibilities will be helpful when asking for recommendation.

X. ACCESS TO PERSONAL FILE

Students have access to their personal files maintained in the office of the Program Director. An interested student may make an appointment with the Program Director or Clinical Coordinator to view the file in on site. For information on challenges to the content of records, please refer to the Challenges to the Content of Records in the Registrar's Office section of the GCC Student Handbook .

Y. FILING AND HANDLING COMPLAINTS

For information on filing and handling complaints, please refer to the Standard on Student Rights in the Student Rights & Discipline Standards section of the GCC Student Handbook.

The Academy of Nutrition and Dietetics

The Academy of Nutrition and Dietetics (A.N.D.) is the largest group of food and nutrition professionals in the world. Members include registered dietetic technicians, registered dietitians, and individuals with advanced degrees related to food, nutrition, and health. **Students are required to be a student member while enrolled in NTR 210, NTR 212 and NTR 214 during the Nutrition and Dietetics program.** The membership year is June 1 through May 31. The Program Director has the form and more detailed information.

The A.N.D. is located at the following address:

Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995
(800) 877-1600

Web Site: www.eatright.org

Web Site for Connecticut Academy of Nutrition and Dietetic: www.eatrightct.org

Mission: Empowering members to be the nation's food and nutrition leaders.

Vision: Optimizing the nation's health through food and nutrition.

Values: Customer focus — Meet the needs and exceed the expectations of all customers

Integrity — Act ethically with accountability for life-long learning and commitment to excellence

Innovation — Embrace change with creativity and strategic thinking

Social Responsibility — Make decisions with consideration for inclusivity as well as environmental, economic and social implications

The Commission on Dietetic Registration

The Commission on Dietetic Registration (CDR) is the credentialing agency of the Academy of Nutrition and Dietetics. CDR administers the registration exam to become a registered dietetic technician. Students who successfully complete all requirements of the Nutrition and Dietetics program will be eligible to sit for the registration exam. The Program Director will provide a Name/Address Verification Form for each student upon successful completion of the program. This will begin the process of verifying eligibility to take the registration exam.

Students are strongly encouraged to take the DTR exam within 6 months of graduation from Gateway Community College. Historical data indicate that students rarely pass the exam on their first attempt if they delay taking it beyond 6 months following graduation.

The Commission on Dietetic Registration is located at:

120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995
(800) 877-1600 ext. 5500
Web Site: www.cdrnet.org

The Accreditation Council for Education in Nutrition and Dietetics

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has sole and independent authority in all matters pertaining to accreditation of entry-level education programs, including but not limited to standard setting and establishment of fees, finances, and administration.

ACEND Mission: ACEND ensures the quality of dietetics education to advance the practice of the profession.

ACEND Vision: ACEND is valued for advancing excellence in dietetics education.

ACEND Values: ACEND volunteers and staff exhibit the following values in their accreditation activities and interpersonal interaction:

Objectivity—ACEND board members, program reviewers and staff evaluate all matters related to program evaluation in a fair and unbiased manner.

Integrity—ACEND board members, program reviewers and staff demonstrate honest and ethical behavior in all interactions, actions and decisions.

Accountability—ACEND board members, program reviewers and staff accept responsibility for assuring that ACEND-accredited programs provide education and experiences that meet all accreditation standards.

Respect—ACEND board members, program reviewers and staff treat all people with consideration, courtesy, and dignity.

ACEND Strategic Goals

To achieve its mission and vision, the ACEND board has established strategic goals.

- ACEND assures the quality of dietetics education through a peer review process.
- ACEND effectively communicates the accreditation process and expectations.
- ACEND fosters innovation in dietetic education.

External Recognition

ACEND has chosen to be recognized as an accrediting body by the United States Department of Education (USDE), which recognizes the quality and effectiveness of ACEND as the accrediting body for dietetics education programs. ACEND voluntarily submits a self-study petition for recognition, showing that ACEND meets the criteria of each organization. Recognition provides an opportunity for interaction with other accrediting bodies, review of ACEND accrediting procedures and affirmation that ACEND is a reliable authority on the quality of dietetics education. ACEND is also a member of the Association of Specialized and Professional Accreditors (ASPA) and abides by its *Member Code of Good Practice* <http://www.aspa-usa.org/principles>.

ACEND Accreditation Standards

The ACEND board approved the 2012 ACEND Accreditation Standards, effective for all programs submitting applications for candidate and full accreditation as of March 1, 2009. The 2012 ACEND Accreditation Standards can be found on the ACEND Web page at <http://www.eatright.org/acend>.

The Nutrition and Dietetics Program is currently granted Probationary Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (A.N.D.).

**AMERICAN DIETETIC ASSOCIATION (Currently Academy of Nutrition and Dietetics)
2008 STANDARDS OF PRACTICE FOR DIETETIC TECHNICIANS, REGISTERED
IN NUTRITION CARE**

The term supervision is utilized in the following Standards of Practice for DTRs in Nutrition Care. for the purpose of this document ADA describes supervision as follows:

The RD is accountable for the nutrition care of patients in various healthcare settings (e.g. hospitals, nursing homes, home health agencies, end-stage renal facilities, other) and social services programs (e.g. WIC, Older Americans, other). In many healthcare settings, a DTR and other staff may be available to assist the RD. The RD in these settings must answer to patients, employers, boards of dietetics licensure and the legal system if care is compromised.

The RD does not delegate the nutrition care process, but may assign certain tasks for the purpose of providing the RD with needed information (e.g. screens, gathering of data and other information) or communicating with and educating patients. The RD may assign to DTRs interventions within the DTR's scope of practice such as provision of meals and snacks that meet the Dietary Guidelines for Americans.

Whether the supervision is direct (RD is on premises and immediately available) or indirect (RD is immediately available by telephone or other electronic means) is determined by regulatory and facility standards and procedures.

Additional considerations related to this description include:

Regulation: State dietitian licensure statutes and rules may include definitions of supervision and scope of practice specifications for technical and other assistive staff. Federal and state rules and regulations for healthcare facilities and for social service programs specify the qualified dietitian.

Accreditation: Standards verify compliance with federal and state regulatory requirements and may specify additional requirements for the RD.

Other forms of supervision not covered by this definition: This description of supervision as it relates to the RD/DTR team is not synonymous with managerial supervision or oversight, clinical supervision, (e.g. peer-to-peer), supervision of provisional licensees, and/or supervision of dietetic interns and students. Clinical supervision is used in medicine and the mental health fields for the purposes of case review and professional development.

Standard 1: Participates in Nutrition Screening and Provides Support to Nutrition Assessment

The dietetic technician, registered (DTR) participates in the nutrition screening of individuals and/or populations and obtains and verifies relevant data and information in a timely manner for support of nutrition assessment under the supervision of a registered dietitian (RD).

Rationale: Nutrition Screening is the preliminary step that precedes the first step of the Nutrition Care Process – Nutrition Assessment. Although nutrition assessment is the responsibility of the registered dietitian, the DTR takes an active role in obtaining and verifying relevant data and information for the RD to complete the assessment.

Indicators for Standard 1: Participates in Nutrition Screening and Provides Support to Nutrition Assessment

1. *The DTR assists the RD by obtaining and documenting verifiable, relevant data and information for individuals and/or populations by the following:*

- 1.1 Conducts nutrition screening according to pre-established criteria
- 1.2 Conducts dietary intakes
 - 1.2A Collects dietary/nutrient intake information
 - 1.2B Records dietary/nutrient intake data
 - 1.2C Calculates dietary/nutrient intake
 - 1.2D Compares calculated intake to standards that have been identified by the RD

- 1.2E Summarizes dietary intake information
- 1.3 Conducts interviews and/or reviews records for:
 - 1.3A Medical and family history and co-morbidities
 - 1.3B Physical observations
 - 1.3B1 Anthropometric measurements
 - 1.3C Medication data (e.g. prescription, over-the-counter, and herbal medications; medication allergies; potential for medication/food interaction; adherence)
 - 1.3D Potential nutrition-related complications and risks
 - 1.3E Diagnostic tests, procedures, evaluations and population-based surveys
 - 1.3F Physical activity habits and restrictions
 - 1.3G Psychosocial, socioeconomic, functional and behavioral factors related to food access, selection, preparation, and understanding of health condition
- 1.4 Documents and communicates:
 - 1.4A Date and time of interviews
 - 1.4B Date and time of records and data review
 - 1.4C Pertinent data and comparisons to standards
 - 1.4D Patient/client perceptions, interest, and motivation related to nutrition care
 - 1.4E Patient/client level of understanding, reported food-related behaviors, and other pertinent information

Examples of Outcomes for Standard 1: Participates in Nutrition Screening and Provides Support to Nutrition Assessment

- Effective interviewing methods are utilized
- Appropriate data are recorded
- Data can be verified
- Data are organized and categorized in a meaningful framework that relates to nutrition problems
- Documentation is:
 - o Comprehensive
 - o Specific
 - o Accurate
 - o Relevant
 - o Timely
 - o Dated and Timed
- Corrections to recorded data are made by approved methods

Standard 2: Provides Support to Nutrition Diagnosis

The dietetic technician, registered (DTR) obtains, verifies and documents relevant data and information to support the registered dietitian (RD) in identifying nutrition diagnoses of individuals or nutrition problems for populations. The dietetic technician, registered observes and communicates signs, symptoms, and other relevant information in a timely and accurate manner.

Rationale: The Nutrition Diagnosis is the second step in the Nutrition Care Process. The DTR contributes to nutrition diagnosis by obtaining and verifying relevant data and information about signs and symptoms for the RD to effectively cluster, analyze, and synthesize information to determine a nutrition diagnostic category(ies). Timely/appropriate nutrition diagnosis by the RD leads to timely/appropriate nutrition intervention.

Indicators for Standard 2: Provide Support to Nutrition Diagnosis

- 2. *The DTR assists the RD by obtaining and documenting accurate, relevant data and information about signs and symptoms for individuals and/or populations by the following:*
 - 2.1 Observes and obtains signs and symptoms (defining characteristics)
 - 2.2 Verifies signs and symptoms with clients/community, family members, or other health care professionals when possible and appropriate
 - 2.3 Documents signs and symptoms / defining characteristics
 - 2.4 Communicates information about signs and symptoms / defining characteristics to the RD

Examples of Outcomes for Standard 2: Provide Support to Nutrition Diagnosis

- Documentation of signs and symptoms is:
 - o Comprehensive
 - o Specific
 - o Accurate
 - o Relevant
 - o Timely
 - o Dated and Timed
- Documentation of signs and symptoms is updated as additional data and information become Available

Standard 3: Provides Support to Nutrition Intervention as Directed by a Registered Dietitian

The dietetic technician, registered (DTR) assists the registered dietitian(RD) with nutrition interventions related to the nutrition diagnosis by implementing appropriate, purposefully planned intervention designed with the intent of changing a nutrition-related behavior, risk factor, environmental condition or aspect of health status for individuals and/or populations.

Rationale: Nutrition Intervention is the third step of the Nutrition Care Process. Nutrition intervention is purposefully planned actions designed with the intent of changing nutrition related behaviors, risk factors, environmental conditions or aspect of health status for an individual, target group or community-at-large. The DTR contributes to nutrition intervention by performing certain interventions such as nutrition classes and patient education with the goal of positively influencing the nutrition diagnosis/problem.

Indicators for Standard 3: Provide Support to Nutrition Intervention as Directed by a Registered Dietitian

3. The DTR assists the RD by performing certain nutrition interventions for individuals and/or populations by the following:

- 3.1 Provides interventions as planned and directed by an RD and in accordance with
 - 3.1A Federal, state and local statutes and regulations
 - 3.1B Healthcare facility or program standards and procedures
- 3.2 Responds to patient/client inquiries regarding interventions that are within the established plan of care and consistent with the DTR's demonstrated competencies
- 3.3 Communicates and clarifies the nutrition care plan, as developed by an RD, with patients/clients and interdisciplinary healthcare team members
- 3.4 Documents intervention activities
- 3.5 Verifies that nutrition interventions are occurring and patient/client needs are being met

Examples of Outcomes for Standard 3: Provide Support to Nutrition Intervention as Directed by a Registered Dietitian

- Nutrition prescription is implemented
- Documentation of intervention is
 - o Comprehensive
 - o Specific
 - o Accurate
 - o Relevant
 - o Timely
 - o Dated and timed
- Patient/client menus reflect nutrition prescription
- DTR reports to the RD observed changes in the patient/client status that might impact the planned intervention
- Interdisciplinary connections are established

Standard 4: Provides Nutrition Monitoring and Supports Nutrition Evaluation

The dietetic technician, registered (DTR) participates in the nutrition monitoring of individuals and/or populations under the supervision of the registered dietitian (RD). The dietetic technician, registered uses selected indicators as established by or in communication with the

registered dietitian that are relevant to the patient's/client's defined needs, nutrition diagnosis/problem, nutrition goals, and health status.

Rationale: Nutrition Monitoring and Evaluation is the fourth step in the Nutrition Care Process. By obtaining nutrition data and information at scheduled (pre-planned) follow-up points the DTR assists the RD in nutrition monitoring and supports nutrition evaluation by the RD.

Indicators for Standard 4: Provides Nutrition Monitoring and Supports Nutrition Evaluation

4. *The DTR provides nutrition monitoring as support to nutrition evaluation of individuals and/or populations by the following:*

- 4.1 Checks client understanding and adherence with plan for care
- 4.2 Determines whether the intervention is being implemented as prescribed
- 4.3 Identifies data and information impacting the effectiveness of the intervention strategy
- 4.4 Communicates with the RD regarding monitoring activities and findings
- 4.5 Participates in discharge planning for individuals and/or populations
- 4.6 Tracks and Documents:
 - 4.6A Progress toward goals
 - 4.6B Factors impacting progress
 - 4.6C Changes in patient/client level of understanding and food-related behaviors
 - 4.6D Change in clinical data, health or functional status
 - 4.6E Outcomes of intervention

Examples of Outcomes for Standard 4: Provides Nutrition Monitoring and Supports Nutrition Evaluation

- Documentation of monitoring may include:
 - o Knowledge or understanding
 - o Behavior
 - o Intake
 - o Laboratory values
 - o Body Weight
 - o Blood pressure
 - o Complications
 - o Activities of daily living
 - o Medication/diet prescription changes
 - o Satisfaction measurement
 - o Communications with the RD
 - o Participation in discharge planning
- Observed deviations in implementation of nutrition care plan are reported to the RD
- Documentation of monitoring is:
 - o Comprehensive
 - o Specific
 - o Accurate
 - o Relevant
 - o Timely
 - o Dated and timed

Appendix E

The American Dietetic Association (Currently the Academy of Nutrition and Dietetics)

2008 Standards of Professional Performance for Dietetic Technicians, Registered

Standard 1: Provision of Services

The dietetic technician, registered (DTR) provides quality service based on customer expectations and needs.

Rationale: Quality service is provided, facilitated and promoted based on the DTR's knowledge, experience and understanding of patient/client needs and expectations.

Indicators for Standard 1: Provision of Services

1. *Each DTR:*

- 1.1 Implements established screening systems
- 1.2 Implements established referral systems
- 1.3 Informs and involves patients/clients and their families in decision making
- 1.4 Recognizes patient/client concepts of illness and their cultural beliefs
- 1.5 Applies knowledge and principles of disease prevention and behavioral change appropriate for diverse populations
- 1.6 Collaborates and coordinates with other practitioners as appropriate
- 1.7 Applies knowledge and skills to participate in determining the most appropriate action plan
- 1.8 Delivers services according to standards and procedures that reflect best evidence and applicable laws and regulations
- 1.9 Advocates for the provision of food and nutrition services as part of public policy
- 1.10 Maintains records of services provided

Examples of Outcomes for Standard 1: Provision of Services

- Patients/clients needs are met
- Patients/clients are satisfied with services and products
- Screening and referral services are implemented as designed
- Patients/clients have access to food assistance
- Patients/clients have access to nutrition services

Standard 2: Application of Research

The dietetic technician, registered (DTR) participates in research to enhance practice.

Rationale: Participation in dietetics research leads to improved safe and quality practice and services.

Indicators for Standard 2: Application of Research

2. *Each DTR in collaboration with RDs and other healthcare professionals:*

- 2.1 Reviews best available research findings for application to dietetics practice
- 2.2 Bases practice on significant scientific principles and best evidence
- 2.3 Integrates best evidence with clinical and managerial expertise and client values
- 2.4 Collects measurable data and documents outcomes within practice setting
- 2.5 Contributes ideas and assists in activities of the research team

Examples of Outcomes for Standard 2: Application of Research

- Patient/client receives appropriate services based on the effective application of best evidence
- A foundation for performance measurement and improvement is established

- Best evidence is used for the development and revision of resources used in practice
- Benchmarking and knowledge of best practices is used to evaluate and improve performance

Standard 3: Communication and Application of Knowledge

The dietetic technician, registered (DTR) effectively applies knowledge and communicates with others.

Rationale: Dietetic technicians, registered work with and through others to achieve common goals by effective sharing and application of their unique knowledge and skills in food, human nutrition, and management services.

Indicators for Standard 3: Communication and Application of Knowledge

3. *Each DTR:*

- 3.1 Exhibits knowledge related to a specific area(s) of dietetic service
- 3.2 Integrates knowledge of food and human nutrition with knowledge of health, social sciences, communication and management
- 3.3 Selects appropriate information and best method or format for presenting in writing or verbally when communicating information
- 3.4 Shares knowledge and information with patients/clients, colleagues and the public
- 3.5 Guides students, interns and patients/clients in the application of knowledge and skills
- 3.6 Seeks current and relevant information related to practice
- 3.7 Contributes to the development of new knowledge
- 3.8 Uses information technology to communicate, manage knowledge, and support decision making
- 3.9 Establishes credibility as a resource within the multidisciplinary healthcare or management team

Examples of Outcomes for Standard 3: Communication and Application of Knowledge

- Expertise in food, nutrition and management is shared
- Individuals and groups:
 - o Receive current and appropriate information
 - o Understand information received
 - o Know how to obtain additional guidance

Standard 4: Utilization and Management of Resources

The dietetic technician, registered (DTR) uses resources effectively and efficiently.

Rationale: Mindful management of time, money, facilities, staff and other resources demonstrates organizational leadership.

Indicators for Standard 4: Utilization and Management of Resources

4. *Each DTR:*

- 4.1 Uses a systematic approach to maintain and manage resources
- 4.2 Quantifies management of resources in the provision of dietetic services
- 4.3 Participates in evaluations of safety, effectiveness and value while planning and delivering services and products
- 4.4 Participates in continuous quality improvement and documents outcomes relative to resource management
- 4.5 Assists individuals and groups to identify and secure appropriate and available resources and services

Examples of Outcomes for Standard 4: Utilization and Management of Resources

- Documentation of resource use is consistent with plan
- Data are used to promote and validate services
- Desired outcomes are achieved and documented
- Resources are effectively and efficiently managed

Standard 5: Quality in Practice

The dietetic technician, registered (DTR) participates in systematic evaluations of the quality of

services and improves practice based on evaluation results.

Rationale: Quality practice requires regular performance evaluation and continuous improvement.

Indicators for Standard 5: Quality in Practice

5. *Each DTR:*

- 5.1 Knows, understands and complies with federal, state and local laws and regulations
- 5.2 Understands pertinent national quality and safety initiatives (e.g. The Institute of Medicine, The National Quality Forum, The Institute for Healthcare Improvement)
- 5.3 Participates in an Outcomes Management System to evaluate the effectiveness and efficiency of dietetic practice
- 5.4 Participates in the collection of measures of the quality of dietetic services in terms of process and outcomes
- 5.5 Collects performance improvement criteria designed to monitor the effectiveness of services
- 5.6 Helps to design and test interventions to improve processes and services
- 5.7 Identifies and communicates errors and hazards in dietetic services
- 5.8 Documents outcomes
- 5.9 Compares actual performance to expected outcomes
- 5.10 Documents actions taken when discrepancies exist between actual performance and expected outcomes
- 5.11 Continuously evaluates and refines services based on measured outcomes

Examples of Outcomes for Standard 5: Quality in Practice

- Performance improvement criteria are measured
- Performance measurement data are collected
- Aggregate outcomes meet pre-established criteria (goals/objectives)
- Results of quality improvement activities direct refinement of practice

Standard 6: Competence and Accountability

The dietetic technician, registered (DTR) engages in lifelong learning.

Rationale: Competent and accountable practice includes continuous acquisition of knowledge and skill development.

Indicators for Standard 6: Competence and Accountability

6. *Each DTR:*

- 6.1 Conducts self-assessment of strengths and weakness at regular intervals
- 6.2 Identifies needs for development from a variety of sources
- 6.3 Participates in peer review and mentors others
- 6.4 Develops and implements a plan for professional growth
- 6.5 Documents development activities
- 6.6 Adheres to the ADA Code of Ethics
- 6.7 Assumes responsibility for actions and behaviors

Appendix F

Code of Ethics

American Dietetic Association/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues

PREAMBLE

The American Dietetic Association (ADA) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values (Figure) and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

APPLICATION

The Code of Ethics applies to the following practitioners:

- (a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
- (b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and
- (c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA.

All individuals to whom the Code applies are referred to as "dietetics practitioners," and all such individuals who are RDs and DTRs shall be known as "credentialed practitioners." By accepting membership in ADA and/or accepting and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

PRINCIPLES

Fundamental Principles

- 1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.**
- 2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.**

Responsibilities to the Public

- 3. The dietetics practitioner considers the health, safety, and welfare of the public at all times. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.**

The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.

- 4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.**

- a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
- b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.

c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.

- a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
- b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
- c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

6. The dietetics practitioner does not engage in false or misleading practices or communications.

- a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
- b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
- c. The dietetics practitioner provides accurate and truthful information in communicating with the public.

7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.

- a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.
- b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
- c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

Responsibilities to Clients

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

9. The dietetics practitioner treats clients and patients with respect and consideration.

- a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
- b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.

10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.

11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).

Responsibilities to the Profession

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.

13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional and skills and to apply them in practice.

15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.

- a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
- b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.

17. The dietetics practitioner accurately presents professional credentials.

The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials ("RD" or "Registered Dietitian"; "DTR" or "Dietetic Technician, Registered"; "CS" or "Certified Specialist"; and "FADA" or "Fellow of the American Dietetic Association") only when the credential is current and authorized by CDR.

- b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.

18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Clarification of Principle:

- a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner's professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner's judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
- b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.
- c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner's professional judgment.
- d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner's ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

Responsibilities to Colleagues and Other Professionals

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

- a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
- b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

ADA values	Principles
Customer Focus: Meets the needs and exceeds expectations of internal and external customers	#5, #9
Integrity: Acts ethically with accountability for life-long learning and commitment to excellence	#1, #2, #4, #5, #6, #7, #10, #11, #12, #13, #17, #18
Innovation: Embraces change with creativity and strategic thinking	
Social Responsibility: Makes decisions with consideration for inclusivity as well as environmental, economic, and social implications	#3, #8, #9, #11, #13, #14, #15, #16, #17, #18, #19

Figure. Alignment of American Dietetic Association (ADA) Values to the Principles of the Code of Ethics for the Profession of Dietetics.

PROCESS FOR CONSIDERATION OF ETHICS ISSUES

In accordance with ADA's Code of Ethics, a process has been established for consideration of ethics issues. This process defines the procedure for review of and response to ethics complaints, including hearings, disciplinary action, and appeals. The process was approved on June 2, 2009, by the ADA Board of Directors, the House of Delegates, and the Commission on Dietetic Registration.

Committee

A three (3)-person committee, comprised of members of ADA and/or CDR-credentialed practitioners, will be appointed to handle all ethics matters. One person will be appointed each year by the president-elect of ADA, the chairperson of CDR, or the speaker-elect of the House of Delegates (based on the expired term). Terms of office will be for three (3) years. Terms will be staggered to allow for continuity. The chairship will rotate among the three (3) committee members. The chairship will be awarded to the person moving into the third year of the three (3)-year term of office.

The Committee will have authority to consult with subject experts as necessary to conduct its business. The Committee may perform such other educational activities as might be necessary to assist members and credentialed practitioners to understand the Code of Ethics.

Ethics Opinions

The Committee may issue opinions on ethics issues under the Code of Ethics on its own initiative or in response to a member's or credentialed practitioner's request. These opinions will be available to members and credentialed practitioners to guide their conduct, and will also be available to the public. Situations may be factual or hypothetical, but no names will be disclosed.

Ethics Cases

Preamble. The enforcement procedures are intended to permit a fair resolution of disputes on ethical practices in a manner that protects the rights of individuals while promoting understanding and ethical practice. The Ethics Committee has the authority and flexibility to determine the best way to resolve a dispute, including educational means where appropriate.

1. Complaint

A complaint that a member or credentialed practitioner has allegedly violated the Code of Ethics for the Profession of Dietetics must be submitted in writing on the appropriate form to the Ethics Committee.

The complaint must be made within one (1) year of the date that the complainant (person making complaint) first became aware of the alleged violation or within one (1) year from the issuance of a final decision in an administrative, licensure board, or judicial action involving the facts asserted in the complaint.

The complainant need not be a member of ADA nor a practitioner credentialed by CDR.

The complaint must contain details on the activities complained of; the basis for complainant's knowledge of these activities; names, addresses, and telephone numbers of all persons involved or who might have knowledge of the activities; and whether the complaint has been submitted to a court, an administrative body, or a state licensure board. The complaint must also cite the sections of the Code of Ethics for the Profession of Dietetics allegedly violated.

The complaint must be signed and sworn to by the complainant(s).

2. Preliminary Review of Complaint the chair of the Ethics Committee, legal counsel for ADA, and appropriate staff will review the complaint to determine whether all the required information has been submitted by the complainant and whether an ethics question is involved.

If a complaint is made regarding an alleged violation of the Code of Ethics for the Profession of Dietetics and a similar complaint is already under consideration regarding the same individual by a state licensure board of examiners, an administrative body, or a court of law, the Ethics Committee will not process the complaint until a final decision has been issued.

3. Response

If the preliminary review determines that the process should proceed, the ADA staff or chair of the Ethics Committee will notify the respondent (person against whom the complaint is made) that a complaint has been made. The notice will be sent from the staff via certified mail, return-receipt requested. The respondent will be sent a copy of the complaint, the Code of Ethics for the Profession of Dietetics, the Review Process, and the Response to Complaint form.

The respondent will have thirty (30) days from receipt of the notification in which to submit a response. The response must be signed and sworn to by the respondent(s).

If the Ethics Committee does not receive a response, the chair of the Ethics Committee or his or her designee will contact the respondent by telephone. If contact with the respondent is still not made, a written notice will be sent. Failure to reach the respondent will not prevent the Committee from proceeding with the investigation.

The response submitted to the Ethics Committee by the respondent, may, upon request by the complainant, be provided to the complainant following the decision of the Committee.

4. Ethics Committee Review

The chair of the Ethics Committee will add the complaint and response to the Committee's agenda, after consultation with legal counsel and appropriate staff. The complaint and the response will be reviewed by the Ethics Committee.

The Committee has broad discretion to determine how to proceed, including, but not limited to, dismissing the complaint, requesting further information from the parties, resolving the case through educational activities, holding a hearing as specified hereafter, or in any other way deemed advisable. The Committee may use experts to assist it in reviewing the complaint and response and determining further action.

At the appropriate time, the Ethics Committee will notify the complainant and the respondent of its decision, which may include the Committee's preliminary opinion with a request that the respondent take certain actions, including, but not limited to, successful completion of continuing professional education in designated areas, or supervised practice based on the terms to be set forth by the Committee.

The Ethics Committee may also recommend appropriate remedial action to the parties, which if undertaken, would resolve the matter.

The Ethics Committee may recommend, in its discretion, that a hearing be held subject to the other provisions of these procedures.

5. Licensure Board Action or Final Judicial or Administrative Action When the Ethics Committee is informed by a state licensure body that a person subject to the Code of Ethics for the Profession of Dietetics has had his or her license suspended or revoked for reasons covered by the Code, the Committee may take appropriate disciplinary action without a formal hearing.

When a person has been finally adjudged or has admitted to committing a misdemeanor or felony as specified in Principle 4 of the Code, the Committee may take appropriate disciplinary action without a formal hearing.

6. Hearings

A. General

Hearings shall be held as determined by the Ethics Committee under the following guidelines.

Hearing dates will be established by the chairman of the Ethics Committee. All hearings will be held in Chicago, IL.

The Ethics Committee will notify the respondent and the complainant by certified mail, return-receipt requested, of the date, time, and place of the hearing.

The respondent may request a copy of the file on the case and will be allowed at least one postponement, provided the request for postponement is received by ADA at least fourteen (14) days before the hearing date.

B. Conduct of Hearings

The chair of the Ethics Committee will conduct a hearing with appropriate staff and legal counsel present. Individuals who have no conflict of interest will be appointed.

In the event that any Ethics Committee member cannot serve on the hearing panel for any reason, a replacement will be appointed by the representative of the original body that made the appointment, either the ADA president, the CDR chairperson, or the speaker of the House of Delegates as appropriate.

The parties shall have the right to appear, to present witnesses and evidence, to cross examine the opposing party and adverse witnesses, and to have legal counsel present. Legal counsel for the parties may advise their clients, but may only participate in the hearings with the permission of the chair.

The hearing is the sole opportunity for the participants to present their positions.

Three members of the Ethics Committee shall constitute a quorum. Affirmative vote of two thirds (2/3) of the members voting will be required to reach a decision.

A transcript will be prepared and will be available to the parties at cost.

C. Costs

ADA will bear the costs for the Ethics Committee, legal counsel, staff, and any other parties called by ADA. ADA will bear the travel costs and one (1) night's hotel expenses for the complainant and respondent and one person that each chooses to bring, provided that such person is necessary to the conduct of the hearing as determined by the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of these procedures.

The respondent and the complainant will be responsible for all costs and fees incurred in their preparation for and attendance at the hearing, except expenses for travel and hotel as stated above.

D. Decision

The Ethics Committee will render a written decision specifying the reasons therefore and citing the provision(s) of the Code of Ethics for the Profession of Dietetics that may have been violated. The Committee will decide that:

- 1) the respondent is acquitted;
- 2) educational opportunities are pursued;
- 3) the respondent is censured, placed on probation, suspended, or expelled from ADA; and/or
- 4) the credential of the respondent is suspended or revoked by the CDR of the ADA.

The decision of the Ethics Committee will be sent to the respondent and the complainant as soon as practicable after the hearing.

7. Request by Complainant for Review of Respondent's Response

The Ethics Committee will, except where the response contains information that the Committee determines for good reasons should not be shared, grant the request of a complainant to review the response received from the respondent in an ethics case, provided the request is made within thirty (30) days of notification of the final action of the Ethics Committee. The complainant will be required to maintain confidentiality of the documentation and to refrain from sharing it with any other third parties or individuals. The complainant will have twenty (20) days to advise the Ethics Committee as to any comments, concerns, or issues with regard to the respondent's response, but the Committee shall have no obligation to take further action. The respondent will be notified of the Committee's action to release the response to the complainant.

A. The materials describing the ethics complaint process, including those materials provided to the complainants and respondents, shall be amended to disclose the fact that a respondent's response may be made available to the complainant.

B. Any request to review the respondent's response must be submitted in writing (electronic or mail) no later than thirty (30) days after final action by the Committee.

C. ADA staff will notify the Ethics Committee of the request and will provide a timeline for addressing it.

D. Within five (5) business days of the request being received, the Committee will advise the respondent that the complainant has made the request and is being given access to the response. The requested documentation will be sent to the complainant via express mail to ensure delivery.

E. The complainant will be required to commit in writing to maintain the confidentiality of the documentation by signing a statement to this effect.

F. Any comments, concerns, or issues with the respondent's response must be communicated to ADA staff within twenty (20) days in writing (electronic or mail). ADA staff will add the complainant's comments, concerns, or issues onto the agenda of the next Ethics Committee conference call or meeting. The Committee will determine whether further action is necessary and shall communicate its determination to the complainant.

G. The complainant will return the documents after review via UPS at the expense of ADA within twenty-five (25) days.

8. Definitions of Disciplinary Action Censure: A written reprimand expressing disapproval of conduct. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Not applicable to the disciplinary action.

Probation: A directive to allow for correction of behavior specified in Principle 7 of the Code of Ethics for the Profession of Dietetics. It may include mandatory participation in remedial programs (e.g., education, professional counseling, and peer assistance). Failure to successfully complete these programs may result in other disciplinary action being taken. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Specified time to be decided on a case-by-case basis.

Suspension: Temporary loss of membership and all membership benefits and privileges for a specified time with the exception of retention of coverage under health and disability insurance. ADA group malpractice insurance will not be available and will not be renewed during the suspension period.

Time frame: Specified time to be decided on a case-by-case basis.

Suspension of Registration: Temporary loss of credential and all benefits and privileges for a specified period of time. It may include mandatory participation in remedial programs (e.g., education, professional counseling, and peer assistance). At the end of the specified suspension period, membership and registration benefits and privileges are automatically restored. Time frame: Specified time to be decided on a case-by-case basis.

Expulsion: Removal from membership and a loss of all benefits and privileges.

Time frame: May apply for re-instatement after a five (5)-year period has elapsed or sooner if the basis for the expulsion has been removed, with payment of a reinstatement fee. The individual must meet membership requirements in effect at the time of the application for reinstatement.

Revocation of Credential: Loss of registration status and removal from registry; loss of all benefits and privileges. Upon revocation, the former credentialed practitioner shall return the registration identification card to CDR.

Time frame: Specified time for reapplication to be decided on a case-by-case basis, but, at minimum, current recertification requirements would need to be met. A credential will not be issued until CDR determines that the reasons for revocation have been removed.

9. Appeals

A. General

Only the respondent may appeal an adverse decision to ADA. During the appeals process, the membership and registration status of the respondent remains unchanged.

The ADA president, the chairperson of CDR, and the speaker of the House of Delegates shall each appoint one person to hear the appeal. These individuals shall constitute the Appeals Committee for that particular case. Individuals who have no conflict of interest will be appointed.

B. Recourse to the Appeals Committee

To request a hearing before the Appeals Committee, the respondent/appellant shall notify the appropriate staff at ADA headquarters, by certified mail, return-receipt requested, that the respondent wishes to appeal the decision. This notification must be received within thirty (30) calendar days after receipt of the letter advising the respondent/appellant of the Ethics Committee's decision.

C. Contents

The appeal must be in writing and contain, at a minimum, the following information:

1. The decision being appealed.
2. The date of the decision.

3. Why the individual feels the decision is wrong or was improperly rendered (See E, "Scope of Review").
4. The redress sought by the individual.
5. The appeal will be signed and sworn to.

If the appeal does not contain the information listed above, it will be returned to the individual who will be given ten (10) calendar days to resubmit. Failure to furnish the required information within ten (10) calendar days will result in the appeal being waived.

D. Procedures

Upon receipt of this notification, appropriate staff shall promptly notify the chair of the Appeals Committee that the respondent/appellant is appealing a decision made by the Ethics Committee.

The Appeals Committee chair shall acknowledge the appeal and request a copy of the relevant written information on the case from appropriate staff.

1. Location and participants

- a. All appeals hearings will be held in Chicago, IL.

- b. The complainant/appellee, the respondent/appellant, and the chair of the Ethics Committee will have the opportunity to participate in the appeals hearing.

- c. The parties may have legal counsel present, who may advise their clients, but may only participate in the hearings with the permission of the chair.

- d. Attendance at the hearing will be limited to persons determined by the chair to have a direct connection with the appeal and appropriate staff and legal counsel.

2. Conduct of the hearing

The three (3) parties involved in the appeal will be given the opportunity to state why the decision and/or disciplinary action of the Ethics Committee should be upheld, modified, or reversed.

E. Scope of Review

The Appeals Committee will only determine whether the Ethics Committee committed procedural error that affected its decision, whether the Ethics Committee's decision was contrary to the weight of the evidence presented to it, or whether there is new and substantial evidence that would likely have affected the Ethics Committee's decision that was unavailable to the parties at the time of the Ethics Committee's hearing for reasons beyond their control.

In reviewing the decision of the Ethics Committee, the Appeals Committee shall consider only the transcript of the hearing and the evidence presented to the Ethics Committee.

F. Record of Hearing

G. Decision of Appeals Committee

1. The Appeals Committee shall prepare a written decision stating the reasons therefore. The decision shall be to affirm, modify, or reject the decision and/or disciplinary action of the Ethics Committee or to remand the case to the Ethics Committee with instructions for further proceedings.

2. Decisions of the Appeals Committee will be final.

H. Costs

ADA will bear the costs for the Appeals Committee, staff, and legal counsel, and any parties called by ADA. ADA will bear the travel and one night's hotel expenses for the respondent/appellant, the complainant/appellee, and the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of this procedure.

The respondent/appellant and the complainant/appellee will be responsible for all costs and fees incurred in their preparation for and attendance at the hearing, except expenses for travel and hotel as stated above.

10. Notification of Adverse Action

If the respondent is disciplined by the Ethics Committee and does not appeal the decision, the chair of the Ethics Committee will notify the appropriate ADA organizational units, CDR, the affiliate dietetic association, appropriate licensure boards, and governmental and private bodies within thirty (30) days after notification of the final decision.

In the event the respondent appeals a decision to discipline him or her and the Ethics Committee decision is affirmed or modified, similar notification will be made by the chair of the Ethics Committee.

In response to an inquiry about registration status, the Office on Dietetic Credentialing will state only whether a person is currently registered.

11. Record Keeping

- A. Records will be kept for a period of time after the disposition of the case in accordance with ADA's record retention policy.
- B. Information will be provided only upon written request and affirmative response from ADA's legal counsel.

12. Confidentiality Procedures

The following procedures have been developed to protect the confidentiality of both the complainant and the respondent in the investigation of a complaint of an alleged violation of the Code of Ethics for the Profession of Dietetics:

- A. The need for confidentiality will be stressed in initial communications with all parties.
- B. Committee members will refrain from discussing the complaint and hearing outside of official committee business pertaining to the complaint and hearing.
- C. If the hearing on a complaint carries over to the next Committee, the complaint will be heard by the original Committee to hear the complaint.
- D. Communication with ADA witnesses will be the responsibility of the Committee chair or staff liaison.
- E. Witnesses who testify on behalf of ADA will be informed of the confidentiality requirements and agree to abide by them.
- F. The Committee chair will stress the importance of confidentiality at the time of the hearing.
- G. To ensure confidentiality, the only record of the hearing will be the official transcript and accompanying materials, which will be kept at ADA offices. All other materials that were mailed or distributed to committee members should be returned to ADA staff, along with any notes taken by Committee members.
- H. The transcript will be available if there is an appeal of the Ethics Committee's decision and only to the parties, Ethics Committee members, Appeals Committee members, ADA legal counsel, and staff directly involved with the appeal.

Recognition is given to the members of the Code of Ethics Task Force for their contributions: Marianne Smith Edge, MS, RD, LD, FADA, Chair; Alice Beth J. Fornari, EdD, RD; Cheryl A Bittle, PhD, RD, LD; Doris Derelian, PhD, JD, RD, FADA; Jana Kicklighter, PhD, RD, LD; Leonard Pringle, DTR; Harold Holler, RD, LDN, ADA Staff; Chris Reidy, RD, CDR Staff; J. Craig Busey, JD, former ADA Legal Counsel.

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**2012 Standards for Dietetic Technician Education Programs
Core Knowledge & Competencies for the DTR**

1. Scientific and Evidence Base of Practice: general understanding of scientific information and research related to the dietetic technician level of practice.

Knowledge

KDT 1.1 The curriculum must include a general understanding of the scientific basis of dietetics, exposure to research literature and application to technical practice.

Competencies

Upon completion of the program, graduates are able to:

- CDT 1.1 Access data, references, patient education materials, consumer and other information from credible sources
- CDT 1.2 Evaluate consumer information to determine if it is consistent with accepted scientific evidence
- CDT 1.3 Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria
- CDT 1.4 Implement actions based on care plans, protocols or standards

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the dietetic technician level of practice.

Knowledge

- KDT 2.1 The curriculum must include opportunities to develop a variety of oral and written communication skills sufficient for entry into technical practice.
- KDT 2.2 The curriculum must provide basic principles and techniques of effective interviewing and education methods for diverse individuals and groups.
- KDT 2.3 The curriculum must include opportunities to understand governance applicable to the technical level of practice such as the Scope of Practice and the Code of Ethics for the Profession of Dietetics.

Competencies

Upon completion of the program, graduates are able to:

- CDT 2.1 Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics
- CDT 2.2 Use clear and effective oral and written communication
- CDT 2.3 Prepare and deliver sound food and nutrition presentations to a target audience
- CDT 2.4 Demonstrate active participation, teamwork and contributions in group settings

- CDT 2.5 Refer situations outside the dietetic technician scope of practice or area of competence to the Registered Dietitian or other professional
- CDT 2.6 Participate in professional and community organizations
- CDT 2.7 Establish collaborative relationships with other health care professionals and support personnel to deliver nutrition services
- CDT 2.8 Demonstrate professional attributes within various organizational cultures
- CDT 2.9 Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations at the dietetic technician level of practice.

Knowledge

- KDT 3.1 The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care process, including principles and methods of nutrition screening for referral to the registered dietitian, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice.
- KDT 3.2 The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention for the general population.
- KDT 3.3 The curriculum must include the principles of applied food science and techniques of food preparation.
- KDT 3.4 The curriculum must include principles of procurement, production, distribution and service of food.

Competencies

Upon completion of the program, graduates are able to:

- CDT 3.1 Perform nutrition screening and identify clients or patients to be referred to the registered dietitian
- CDT 3.2 Perform specific activities of the nutrition care process (a-e below) as assigned by the registered dietitian in accordance with the Scope of Dietetics Practice for activities for individuals, groups and populations in a variety of settings:
- Assess the nutrition status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered
 - Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements
 - Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention
 - Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis
 - Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting
- CDT 3.3 Provide nutrition and lifestyle education to well populations
- CDT 3.4 Promote health improvement, food safety, wellness and disease prevention for the general population
- CDT 3.5 Develop print and electronic nutrition education materials for disease prevention and health improvement that are culturally sensitive, age appropriate and designed for the educational level of the audience

- | | |
|---------|---|
| CDT 3.6 | Perform supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, health needs |
| CDT 3.7 | Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals |

4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations

Knowledge

- | | |
|---------|---|
| KDT 4.1 | The curriculum must include applied management principles required to deliver food and nutrition programs and services. |
| KDT 4.2 | The curriculum must include content related to applied principles of human resource management. |
| KDT 4.3 | The curriculum must include legislative and regulatory policy related to dietetics operations. |
| KDT 4.4 | The curriculum must include content related to quality management of food and nutrition services. |
| KDT 4.5 | The curriculum must include content related to health care delivery and standards which impact technical practice of dietetics. |

Competencies

Upon completion of the program, graduates are able to:

- | | |
|---------|---|
| CDT 4.1 | Participate in quality improvement and customer satisfaction activities to improve delivery of nutrition services |
| CDT 4.2 | Perform supervisory, education and training functions |
| CDT 4.3 | Participate in legislative and public policy activities |
| CDT 4.4 | Use current informatics technology to develop, store, retrieve and disseminate information and data |
| CDT 4.5 | Participate in development of a plan for a new service including budget |
| CDT 4.6 | Assist with marketing clinical and customer services |
| CDT 4.7 | Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment |

5. Support Knowledge: knowledge underlying the requirements specified above.

Knowledge

- | | |
|---------|--|
| KDT 5.1 | The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include applied concepts of chemistry, physiology, microbiology related to food safety, mathematics, fundamentals of nutrition and nutrition across the lifespan |
| KDT 5.2 | The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology. |

AMERICAN HOSPITAL ASSOCIATION**The Patient Care Partnership: Understanding Expectations, Rights and Responsibilities
2003**

This document replaced the "Patient's Bill of Rights" in 2003, and is distributed to patients in the form of an easy to read brochure.

1. High quality hospital care. Our first priority is to provide you with the care you need, when you need it, with skill, compassion and respect. Tell your caregivers if you have concerns about your care or if you have pain. You have the right to know the identity of doctors, nurses and others involved in your care, and you have the right to know when they are students, residents or other trainees.
2. A clean and safe environment. Our hospital works hard to keep you safe. We use special policies and procedures to avoid mistakes in your care and keep you free from abuse and neglect. If anything unexpected and significant happens during your hospital stay, you will be told what happened, and any resulting changes in your care will be discussed with you.
3. Involvement in your care. You and your doctor often make decisions about your care before you go to the hospital. Other times, especially in emergencies, those decisions are made during your hospital stay. When decision-making takes place, it should include:
 - a. **Discussing your medical condition and information about medically appropriate treatment choices.** To make informed decisions with your doctor, you need to understand:
 - i. The benefits and risks of each treatment.
 - ii. Whether your treatment is experimental or part of a research study.
 - iii. What you can reasonably expect from your treatment and any long-term effects it might have on your quality of life.
 - iv. What you and your family will need to do after you leave the hospital.
 - v. The financial consequences of using uncovered services or out-of-network providers.
 - vi. Please tell your caregivers if you need more information about treatment choices.
 - b. **Discussing your treatment plan.** When you enter the hospital, you sign a general consent to treatment. In some cases, such as surgery or experimental treatment, you may be asked confirm in writing that you understand what is planned and agree to it. This process protects your right to consent to or refuse a treatment. Your doctor will explain the medical consequences of refusing recommended treatment. It also protects your right to decide if you want to participate in a research study.
 - c. **Getting information from you.** Your caregivers need complete and correct information about your health and coverage so that they can make good decisions about your care. That includes:
 - i. Past illnesses, surgeries or hospital stays.
 - ii. Past allergic reactions.
 - iii. Any medicines or dietary supplements (such as vitamins and herbs) that you are taking.
 - iv. Any network or admission requirements under your health plan.
 - d. **Understanding your health care goals and values.** You may have health care goals and values or spiritual beliefs that are important to your well-being. They will be taken into account as much as possible throughout your hospital stay. Make sure your doctor, your family and your care team know your wishes.
 - e. **Understanding who should make decisions when you cannot.** If you have signed a health care power of attorney stating who should speak for you if you become unable to make health care decisions for yourself, or a "living will" or "advance directive" that states your wishes about end-of-life care; give copies to your doctor, your family and your care team. If you or your family need help making difficult decisions, counselors, chaplains and others are available to help.
4. Protection of your privacy. We respect the confidentiality of your relationship with your doctor and other caregivers, and the sensitive information about your health and health care that are part of that relationship. State and federal laws and hospital operating policies protect the privacy of your medical information. You will receive a Notice of Privacy Practices that describes the ways that we use, disclose and safeguard patient information and that explains how you can obtain a copy of information from our records about your care.

5. Preparing you and your family for when you leave the hospital. Your doctor works with hospital staff and professionals in your community. You and your family also play an important role in your care. The success of your treatment often depends on your efforts to follow medication, diet and therapy plans. Your family may need to help care for you at home. You can expect us to help you identify sources of follow-up care and to let you know if our hospital has a financial interest in any referrals. As long as you agree that we can share information about your care with them, we will coordinate our activities with your caregivers outside the hospital. You can also expect to receive information and, where possible, training about the self-care you will need when you go home.
6. Help with your bill and filing insurance claims. Our staff will file claims for you with health care insurers or other programs such as Medicare and Medicaid. They will also help your doctor with needed documentation. Hospital bills and insurance coverage are often confusing. If you have questions about your bill, contact our business office. If you need help understanding your insurance coverage or health plan, start with your insurance company or health benefits manager. If you do not have health coverage, we will try to help you and your family find financial help or make other arrangements. We need your help with collecting needed information and other requirements to obtain coverage or assistance.

**HEALTH ASSESSMENT FORM
for
Students Participating in Clinical Activities**

COMPLETED FORM IS DUE ON OR BEFORE

May 1, 2016

TO THE CERTIFIED BACKGROUND CHECK ONLINE SERVICE

More information will follow.



**GATEWAY COMMUNITY COLLEGE
ALLIED HEALTH & NURSING DIVISION
20 Church Street
New Haven, CT 06510**

*****SAMPLE*****



GATEWAY COMMUNITY COLLEGE
Nutrition and Dietetics Program

Student Name _____ Banner ID _____ Date of Birth _____
Address _____ City _____ State _____ Zip _____
Student Phone Home _____ Cell _____ Alt/email _____
Emerg. Contact Name _____ Phone(1) _____ (2) _____

TO THE EXAMINING PHYSICIAN/HEALTHCARE PROVIDER:

Date of Exam: _____

On the basis of my health assessment and physical exam:

☐ student denies Latex Allergy

This individual is clear to participate in clinical allied health courses with no restrictions (please check) ☐ yes ☐ no

IF NO, please explain the nature of the restrictions/limitations related to the delivery of patient care:

IMMUNIZATION ASSESSMENT

Please refer to the CDC Healthcare Personnel Vaccination Recommendations at <http://www.immunize.org/catg.d/p2017.pdf>

TITERS MUST BE POSITIVE PER LABORATORY STANDARD; REPORT MUST ACCOMPANY THIS FORM. If titers show student is not immune, please state plan of how non-immunity will be addressed.

RUBEOLA (MEASLES) TITER _____ Immune? Yes _____ No _____
May be Qualitative or Quantitative Titer Laboratory report must be attached

If No, include plan for or evidence of receipt of 2 doses of MMR Vaccine; refer to CDC guidelines <http://www.immunize.org/catg.d/p2017.pdf>

RUBELLA (GERMAN MEASLES) TITER _____ Immune? Yes _____ No _____
May be Qualitative or Quantitative Titer Laboratory report must be attached

If No, include plan for or evidence of receipt of 2 doses of MMR Vaccine; refer to CDC guidelines <http://www.immunize.org/catg.d/p2017.pdf>

MUMPS TITER _____ Immune? Yes _____ No _____
May be Qualitative or Quantitative Titer Laboratory report must be attached

If No, include plan for or evidence of receipt of 2 doses of MMR Vaccine; refer to CDC guidelines <http://www.immunize.org/catg.d/p2017.pdf>

VARICELLA (CHICKEN POX) Provide Evidence of Immunity by: ☐ physician diagnosis **or** ☐ titer **or** ☐ Lab confirmation of disease
or ☐ 2 doses of varicella vaccine \geq 28 days apart

May be Qualitative or Quantitative Titer Laboratory or physician report of diagnosis must be attached

TETANUS/DIPHTHERIA/PERTUSSIS (Tdap/Td) Date of Tdap/Tetanus/Td Booster _____ (date given must be within last 10yrs)

All healthcare personnel (HCP), regardless of age, should receive a single dose of Tdap as soon as feasible if they have not previously received Tdap and regardless of the time since last Td dose; then they should receive Td boosters every 10 years thereafter. For further information see:

<http://www.cdc.gov/vaccines/pubs/vis/downloads/vis-td-tdap.pdf>

(NEXT SIDE)

ANNUAL ASSESSMENTS/REQUIREMENTS:

Hep. B SERIES: _____
Per protocol 1st dose 2nd dose 3rd dose

☐ *Student has been determined to be a non-responder and is aware of CDC recommendations for exposure to Hepatitis B surface antigen positive blood, refer to CDC guidelines <http://www.immunize.org/catg.d/p2017.pdf>*

Hep. B Surface Antibody Titer _____ Immune? Yes _____ No _____ (if no, revaccinate with add'l 3 dose series)

≥10mIU/ml is positive/Immune (1-2 months following Dose #3)

Laboratory report must be attached

TST (Tuberculosis Skin Test) required yearly)

(TST must be performed in accordance with requirements of clinical facilities)

_____ Date Given

_____ Date Read

_____ Results

If previously positive TST (Year 2 and forward) complete Annual TB screening form: ☐ Student shows no evidence of TB symptoms

If new positive TST provide: ☐ chest x-ray report showing no evidence of active TB disease

Attach Official report(s)/record(s)

Influenza Vaccination is required yearly; please provide evidence of vaccination per CDC protocol _____

Official report/record must be attached

_____ Date Given

Healthcare Provider Print Name

Healthcare Provider Signature

DEA Number

DATE

Address: _____ **Telephone ()** _____ - _____

Reviewed March 2014 – No CDC Changes



**GATEWAY COMMUNITY COLLEGE
ALLIED HEALTH & NURSING DIVISION**

Student Statement of Responsibility

I understand that I must submit a completed Health Assessment form prior to participation in any clinical experiences.

I am aware that if my health status should change in a way that would impact my ability to perform in the Nutrition and Dietetics program, I must notify the Director/Administrator of the program immediately. The need for additional clearance will be determined at that time.

Student Name (Please Print)

Student Signature

Date

Appendix J



**GATEWAY COMMUNITY COLLEGE
ALLIED HEALTH & NURSING DIVISION**

STUDENT REFERRAL

STUDENT: _____ DATE: _____

REFERRED TO: _____

REFERRED BY: _____

REFERRAL DATE: _____ DUE DATE: _____

Areas of Concern/Unmet Objectives:

Action Plan:

Student Signature: _____ Date: _____

Outcomes:

Signature of Staff Member Completing Referral: _____

Date: _____

Indicate Follow up Action Plan or Resolution of Areas of Concern/Unmet Objectives:

Follow-Up Action Plan:

Resolved _____

Student Signature: _____ Date: _____

Staff Member Signature: _____ Date: _____

Appendix K



**GATEWAY COMMUNITY COLLEGE
ALLIED HEALTH & NURSING DIVISION**

Clinical Performance Improvement Plan

Student Name _____

Date _____

Goal: To provide the student a plan of action to meet the required performance level for a clinical objective.

Identified Problem	Behavioral objectives (Based on Clinical Objectives)	Action Plan	Review date	Review of Behavioral Objectives/Initials

Failure to meet the above stated behavioral objectives may result in further action, including course failure and/or dismissal from the Nutrition and Dietetics Program

Student Signature: _____

Date: _____

Faculty Signature: _____

Date: _____

Director Signature: _____

Date: _____

Appendix L



**GATEWAY COMMUNITY COLLEGE
ALLIED HEALTH & NURSING DIVISION**

Approval for Reference

Nutrition and Dietetics Program

Any student who wishes to request that the Nutrition and Dietetics Program Director or Clinical Instructor from Gateway Community College render a verbal or written reference must complete this form.

The student noted below hereby releases Gateway Community College and the Program Director and Clinical Instructor from legal intervention regarding a professional reference.

Date: _____

Student Name: _____

Student Signature: _____