

Nutrition and Dietetics Program

Student Handbook

Allied Health and Nursing Division

2022– 2023



GCC Student Handbook Supplement

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GENERAL PROGRAM INFORMATION

Introduction

The Nutrition and Dietetics (ND) Handbook contains the program specific standards and procedures in effect for academic year 2022-2023 (including summer 2022). It is the student's responsibility to be familiar with the content in the ND Student Handbook. The student will be held accountable for meeting the expectations outlined in the ND Student Handbook, College Catalog, and College Student Handbook. The ND Program reserves the right to modify any information contained in the ND Student Handbook. Officially approved changes will be made known to students through a ND Student Handbook Addendum.

The ND program is accredited by the Accreditation Council for Education in Nutrition and Dietetics. 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. Students are required to submit an application for entrance into NTR 210 – Nutrition Internship I. The prerequisites include successful completion of NTR* 103, NTR* 120, HSP* 109, BIO* 115, and MAT* 137 or higher. A minimum GPA of 2.8 and a C in all nutrition, science and math courses are also required for this course.

Academic Calendar 2022-2023

Fall 2022

August 25	Professional Day
August 29	First Day of Regular Semester – Classes Begin
September 5	Labor Day (College Closed)
September 6	Last Day to Add Classes
September 12	Late Start Classes Begin
October 10	Mid-Term Deficiency Reports Due from Faculty
November 1	Reading Day/Study Day
October 28	Last Day to Make up Incompletes from Spring 2022
November 18	Last Day to Withdraw from Individual Classes
November 23	Faculty Planning Day (No Classes)
November 24-26	Thanksgiving Recess (College Closed/No Classes)
December 10	Last Day of Classes
December 12-18	Final Examinations
December 21	Last Day to Submit Final Grades (by 12 Noon)
December 23	Semester Ends

Spring 2023 (Tentative)

January 16, 2023	Martin Luther King Day
January 20, 2023	CCC Classes Begin
February 17, 2023	CCCs Lincoln's Birthday Observed, NO CLASSES
February 20, 2023	CCCs Open, Classes in Session
March 13-19, 2023	Spring Recess, NO CLASSES
April 7, 2023	Day of Reflection, NO CLASSES
May 8-14, 2023	CSCU Final Exams
May 29, 2023	Memorial Day, NO CLASSES
June 1, 2023	CCC Semester Ends

Nutrition and Dietetics Program Costs as of Academic Year 2022--2023

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

In-State Tuition for full-time students: \$4,176

College Services Fee: \$524

Activity Fee: \$20

Transportation Fee: \$40

Total = \$4,760.00 Annual Full-time; for 2 years including summer course (\$599) = \$10,119

Out-of-State Tuition for full-time students: \$12,552

College Services Fee: \$1,548

Activity Fee: \$20

Transportation Fee: \$40

Total = \$14,160 Annual Full-time; for 2 years including summer course (\$1,797) = \$30,117

Plus:

Supplement Course Fees Level 2 for Biology and Chemistry: \$410

Clinical Fees for NTR 212, 214: \$359 each = \$718

Trajecsys Management System = \$100

Books: ~ \$2000

Travel to and from internships: ~ \$450

CPR Class: \$65

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 = \$14,062.00

Total Estimated Costs for the ND Program for Out-of-State Students = \$34,060.00

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 137	Intermediate Algebra	3
NTR 101	Introduction to Dietetics	3
NTR 102	Nutrition I: Principles of Nutrition	3
NTR 120	Foods	3
HSP 109	Food Safety Certification	<u>1</u>
	Total Semester Hours	16

Spring Semester

Course #	Title	Credits
NTR 103	Nutrition Therapy I	3
NTR 105	Food Management Systems	3
COM 173	Public Speaking	3
BIO 115	Essentials of Human Biology	4
ENG 102	Literature and Composition	3
or		or
ENG 200	Advanced Composition	<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 200	Nutrition Through the Life Cycle	3
NTR 201	Community Nutrition Education	3
NTR 212	Nutrition Internship II	3
CHE 111	Fundamentals of Chemistry	<u>4</u>
	Total Semester Hours	13

Spring Semester

Course #	Title	Credits
NTR 202	Nutrition Therapy II	3
NTR 205	Management in Dietetics	3
NTR 214	Nutrition Internship III	3
Elective	Social Science	<u>3</u>
	Total Semester Hours	12
	Total Credit Hours	60

Nutrition and Dietetics Mission Statement

The mission of the Nutrition and Dietetics program is to prepare graduates to become entry-level nutrition and dietetics technicians, registered with the competence and adaptability to compete successfully in diverse employment markets wherever food, nutrition, and fitness are emphasized.

Program Goals and Objectives

Program Mission: The mission of the Nutrition and Dietetics program is to prepare graduates to become entry-level nutrition and dietetics technicians, registered with the competence and adaptability to compete successfully in diverse employment markets wherever food, nutrition and fitness are emphasized.

Program Goal #1

The program will prepare graduates to be competent entry-level nutrition and dietetics technicians, registered.

Objectives:

Graduate Performance

1. 50% of program graduates take the CDR credentialing exam for nutrition and dietetics technicians within 12 months of program completion.

Graduate Performance

2. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for nutrition and dietetics technicians is at least 70%.

Program Completion

3. At least 80% of full-time program students complete program/degree requirements within 3 years (150% of the program length).

Program Specific

4. 80% of graduates who completed the graduate survey will agree or strongly agree that the Nutrition and Dietetics program provides adequate teaching and training to become a competent dietetics professional.

Program Goal #2

To prepare graduates to successfully enter the Nutrition and Dietetics workforce.

Objectives:

1. Of graduates who seek employment, 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.

Employer Satisfaction

2. 70% of employers will rate program graduates in their employ as having a satisfactory knowledge base for entry-level practice on surveys.

Graduate Satisfaction

3. 80% of graduates are confident in their ability to communicate in writing, speaking, and presenting Nutrition and Dietetics information to a variety of individuals and groups.

Statement of Non-Discrimination

The Nutrition and Dietetics program abides by the State of Connecticut and the Community College System policies on non-discrimination. The nondiscrimination policy can be viewed at <http://www.ct.edu/files/pdfs/cc-policy-manual.pdf>

Philosophy

Through internship, students develop competence to practice at the entry level in food service management, clinical nutrition, and community nutrition. Internship 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.

Internship Standard

A minimum of 450 hours in supervised practice (nutrition internship) is required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). In some cases, students may require more than 450 hours 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 all nutrition, science and math courses and must have completed Nutrition Therapy I (NTR 103), Foods (NTR 120), Food Safety Certification (HSP 109), Intermediate Algebra or higher (MAT 137) and Human Biology (BIO 115 – within 5 years) 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.

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 NDTR exam.

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 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.

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.

PROGRAM STANDARDS

Reporting Absence or Tardiness:

When it is necessary to be absent or tardy on a scheduled day of internship, the student must:

1. Call within one half hour of the scheduled shift to the Clinical Instructor at GCC and
2. Personally contact your internship preceptor.

Gateway Community College

Telephone

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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 Professional Resources section**). 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 Handbook, 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.

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.

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

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 G.

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 Nutrition and Dietetics 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 Division Director within five (5) working days. The Allied Health and Nursing Division 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 Division 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 Handbook 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.

Technology Requirements, Social Media, Personal Electronic Devices, and Recordings

Selected portions of the nutrition curriculum are taught, reinforced, or reviewed using educational software, instructional media, publisher resources, computer programs, or audio/video recordings, as examples. Students are required to adhere to all copyright policies when using these resources. Students acknowledge agreement with the *Confidentiality Agreement and Consent to Video Record* (Appendix B) through their signature on the *Nutrition Student Handbook Acknowledgement of Receipt and Agreement to Comply* (Appendix A).

Learning experiences can be on-ground/in-person or online/virtual. Students are required to have access to the necessary technology (i.e. computer, webcam, etc.) to enable participation in all learning activities whether on-ground/in-person or online/virtual. Please see *Personal Technology Guidelines for Students*, for more information. In addition, students should refer to college course syllabi for more specific requirements or information.

Use of electronic devices for making calls or text messaging is not permitted in the clinical area, college laboratory, or classroom. Some clinical agencies do not allow personal electronic devices on the premises; students must abide by the policies of the clinical agency. If use is permitted for academic purposes, devices must be set to silence mode. Disrupting other students, faculty or staff with the use of electronic devices will subject the student to disciplinary action.

Nutrition students are reminded that posts to any social networking or social media (i.e. Facebook, Twitter, blogs, Snapchat) must reflect the same behavioral standards of honesty, respect, consideration, and professionalism that are expected in academic 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/patients as they do

in classroom, laboratory, or clinical environments in accordance with the federal [Health Insurance Portability and Accountability Act \(HIPAA\)](#). Information related to clinical experiences must NOT be posted on any social media. Inappropriate use of social media by students is subject to disciplinary action up to and including dismissal from the program.

In addition, at GCC, the unauthorized use of any electronic device to convey information during an examination or any other form of assessment is considered academic dishonesty. Violations of academic integrity will be dealt with in accordance with program disciplinary procedures.

Personal Technology Guidelines for Students

Personal technology plays an important role in the current higher education environment. It is a requirement for students to own a personal computing device and have access to broadband internet.

The recommended device is a laptop or desktop computer. Netbooks and tablet computing devices do not have the computing power of a normal laptop or desktop computer, for this reason they are not recommended for use as a primary computing device.

All CSCU students have access to the full Office 365 Professional suite of applications which requires one of the following operating systems for installation:

- Windows 10 (Professional, Education, Enterprise, or Home)
- macOS 10.14 (Mojave) or higher

These operating systems can only be run on a full laptop or desktop computer.

Hardware recommendations for laptop or desktop:

	Recommended	Preferred (or higher)
Processor (CPU)	Intel Core i5 / AMD A8, A10	Intel Core i7 / AMD Ryzen
Memory (RAM)	8 GB	16 GB
Hard Drive	256 GB SSD	512GB SSD
Display	1920 x 1080 (1080p)	1920 x 1080 (1080p)
Webcam	720p	1080p
Audio	Headset or Speakers and Microphone	Headset or Speakers and Microphone

Internet Access

High speed (broadband) internet access is also a requirement for the use of personal technology. Although some internet service providers (ISPs) label all their offerings as high speed, some of these services fail to meet the throughput requirements necessary for the online activities required for your courses. At this time, connection speeds of 6 – 10 Mbps (or higher) are suggested for typical educational activities like video streaming, teleconferencing, and file downloading (<https://www.fcc.gov/consumers/guides/broadband-speed-guide?contrast=>). Additionally, if using cellular wireless for data connectivity you should consider a plan with higher data caps (6 GB to unlimited monthly).

Web Browsers

Any of the web browsers below are suitable for use, although some websites may have specific requirements. In addition to their default browser, all students should have a secondary browser loaded for troubleshooting issues when they occur.

Current versions of these browsers at the time of publication are:

Chrome	81.0.4044.138
Edge	81.0.416.72
Firefox	76.0.1
Safari (macOS)	13.1

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. Classes may change to an online (Live Remote Online – LRON) format in the event of a college closure.

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 internship 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 internship 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.**

Testing Standards and Practices Any new items for LRON?

It is expected that students will be present for all examinations regardless of whether the test is administered on-ground/in-person or online/virtual. If a student misses an examination for any reason, it is the student's responsibility to contact the course instructor prior to the next class meeting. Students who violate the code of conduct during testing are subject to disciplinary action. Refer to the course syllabi for technological requirements.

Students are required to show a college or other photo ID prior to taking an exam online. The camera must be on during the exam with a clear view of the student's face.

Nutrition and Dietetics Testing Standards and Practices are as follows:

1. No study aids (i.e. textbooks, notebooks, classroom notes) are allowed in testing areas whether on-ground/in-person or online/virtual.
2. No papers, books, food, pens, wallets, hats, dark glasses, watches, or cell phones are allowed in the testing rooms whether on-ground/in-person or online/virtual.
3. Students are required to leave personal belongings in designated areas whether on-ground/in-person or online/virtual.
4. No cameras, photographic equipment or any other electronic devices are allowed in the testing area whether on-ground/in-person or online/virtual.
5. Unauthorized scrap paper may not be brought into the testing area whether on-ground/in-person or online/virtual.
6. No personal calculators may be used during an examination, unless specifically indicated, whether on-ground/in-person or online/virtual.
7. Students may not leave the testing area during an examination whether on-ground/in-person or online/virtual unless permission is granted by the course instructor.
8. Test proctors may provide pencils allowed for use during on-ground testing.

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 internship, as well as pass task objectives for each rotation. Students may not be able to enroll in the next semester internship course 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 may 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 Director 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

Grade Appeals

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

Bereavement Time

1. It is the standard of the Allied Health and Nursing Division Director to grant students reasonable bereavement time off when a death occurs in a student's immediate family.

a. Definitions

Immediate Family - Spouse, parent, stepparent, 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.

Leave of Absence

In cases of extenuating circumstances such as extensive illness, hardship or emergency, a student enrolled in an internship course may request a leave of absence from the Program for a period of no more than one year. The request must be submitted in writing to the Program Director. Students who withdraw due to personal or health-related issues and who are in good academic and clinical standing are eligible to re-enroll in the Program and must follow the Program's readmission guidelines which are included in this handbook. Application for readmission should be accompanied by a health care provider's release and a completed health form which states the student is able to return to clinical and class attendance with no restrictions.

Students on leave who wish to re-enroll in the Program (prior to Internship courses) 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.

Standards for Readmission to the Internship

Readmission to the ND program is based on a review of, but not limited to, reason for withdrawal from the program, academic achievement, clinical evaluations, and evidence of interim efforts to strengthen areas of weakness. Evaluation criteria for students requesting to re-enter include, but are not limited to, GPA, compliance with the Code of Ethics, attendance, ability to deliver safe and competent care, adherence to college and program policies, use of remediation resources, and faculty/preceptor recommendation. Consideration for readmission to the program can only be granted if there are available openings and sufficient clinical resources and faculty.

Eligibility requirements for students to be considered for readmission are as follows:

1. Written request for readmission submitted by
 - a. April 1st for the summer semester,
 - b. June 1st for the fall semester and
 - c. October 1st for the spring semester.

Requests should be addressed to the ND Program Director and describe efforts made to strengthen the areas of concern that were identified in the exit interview.

2. In order for the student to maintain currency in knowledge and skills, the student may need to participate in didactic/clinical refreshment involving assigned clinical experience and/or attending class sessions.
3. Students approved for readmission must be enrolled within 12 months of leaving the Program.

Documentation of current health requirements, Basic Life Support training, Health and Safety training, repeat criminal background check, and repeat toxicology screening is required prior to re-entry and readmission into the Program. Readmission is granted on a space available basis. Additional items may be required of the student to complete the readmission process.

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 H.

Student Advisement

Each student is assigned to the Program Director as an academic advisor for guidance related to the Nutrition and Dietetics program. Enrolled Nutrition and Dietetics students should meet at least once a semester with their advisor to review their plan of study, program progression, and to discuss strategies for success. Additionally, faculty are available during office hours and by appointment to advise students. Nutrition and Dietetics students are encouraged to seek counsel for personal or financial issues through Student Services.

CLINICAL PRACTICE REQUIREMENTS

Clinical Practice Expectations

Clinical learning experiences whether on-ground/in-person or online/virtual are an essential component of the internship courses. Clinical experiences provide opportunities to apply theoretical knowledge and skills to clinical practice within the framework of the Nutrition and Dietetics curriculum to achieve student learning outcomes (SLOs) and competencies. Clinical experiences are provided in traditional clinical sites, in simulation labs, and in the online/virtual environment. In traditional on-ground sites such as inpatient, ambulatory care or community settings, students provide care to patients under the guidance and supervision of the preceptor. Simulation or virtual clinical experiences are faculty guided and replicate real patient care in healthcare environments. Every effort is made to provide the most realistic experience possible. However, due to the nature of replication, there may be limitations to the realism provided. Nonetheless, students should proceed demonstrating knowledge, skills and attitudes in the simulation or virtual clinical experience as if they were caring for an actual patient. Students are expected to actively engage in both traditional and simulated or virtual clinical experiences.

Clinical practice expectations are established to promote student success and to ensure student and client safety during clinical experiences. Repeated or serious violations of these expectations may result in immediate dismissal from the clinical setting, the course, and/or program. Guidelines for clinical practice, clinical lab, and simulation or virtual experiences include, but are not limited to, the following:

1. Arrive on-time. Students who arrive late to clinical may be dismissed for the day.
2. Demonstrate application of principles and performance criteria presented in classes, clinical laboratories, and required instructional materials.
3. Demonstrate evidence of preparation and initiative to provide responsible, safe nutrition care. Students who are unprepared for clinical may be dismissed for the day.
4. Performance of patient care activities within a reasonable span of time.
5. Uphold the legal and ethical principles of patient care.
6. Build upon prior learning, competencies, and performance expectations.
7. Apply and integrate faculty feedback related to clinical performance.
8. Seek direction from nutrition faculty prior to performing a nutrition skill, particularly for the first time.
9. Students may not remove clinical agency-generated client information from the clinical agency.
10. Unless otherwise specified, the use of personal electronic devices, tape recorders, cameras, cell phones and personal audible pagers is not permitted on clinical units.
11. Any student who observes behavior by another student that threatens student or client safety has a responsibility to immediately report the behavior to the nutrition faculty and/or preceptor.

Health Screening Standard

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 internships until the health form has been **processed and approved** by the online service. **Please see the form in Appendix D.**

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 D.) 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 Clinical Coordinator, 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 preceptor 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.

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 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.

Criminal Background Check & Toxicology Screening Background Check is through CLN Connecticut League of Nursing

Due to clinical affiliate agreements, criminal background checks and toxicology (drug) screening can be required prior to participation in any clinical experiences. Students must follow instructions for obtaining criminal background checks and toxicology screenings at Gateway Community College. Confidential screening is done through a vendor(s) adopted by the College (i.e. CastleBranch). Results of criminal background checks and toxicology screening do not become a part of the student's educational record, as defined by the Family Educational Rights and Privacy Act ("FERPA").

The following procedures and guidelines apply to criminal background checks and toxicology screening for any student:

1. Fees for all screenings must be paid by the student;
2. The need for additional screening/assessment beyond the initial screening/assessment is related to clinical affiliate requirements and/or results of the initial screening/assessment;
3. Notification and recordkeeping of toxicology screening results and/or criminal background checks are performed in a manner that ensures the integrity, accuracy and confidentiality of the information;
4. Students are not allowed to hand-deliver results of either toxicology screening or criminal background checks;

5. Students are required to sign a release for results of toxicology screenings and criminal background checks to be sent to their program.
6. Student refusal of either the background check or toxicology screening will result in dismissal from the ND program due to the inability to complete clinical practice requirements.

Criminal Background Checks

Students who are found guilty of committing a felony and/or misdemeanor can be prevented from participating in clinical experiences per clinical facility policy. If a student is unable to be placed at a clinical learning site, the student will not be able to meet student learning outcomes. In this case, the ND Program Director will contact the student and provide an opportunity for the student to withdraw from the program. Refusal to withdraw from the program will result in dismissal from the program. Students have an on-going duty to inform the ND Program Director of any conviction that occurs after the initial criminal background check and/or while they are enrolled in the ND program. Failure to report a conviction can result in dismissal.

Toxicology Screening

Positive toxicology screens can prevent students from participating in a clinical assignment per facility contractual agreements. The following guides the response to a **positive** toxicology screening for any student:

1. All specimens identified as non-negative/positive on the initial test shall be confirmed, reviewed, and interpreted by the vendor;
2. The student is required to provide documentation by a healthcare provider in the event there is a medical explanation for a positive result (i.e. the result of a prescribed medication). In accordance with federal law, a positive toxicology screen for legally prescribed marijuana can prohibit a student from being placed in a clinical setting that accepts federal funding.
3. If a student challenges a result, only the original sample can be retested.

If a student tests positive for drugs that are illegal substances, non-prescribed legal substances, or the student is deemed unsafe for the clinical setting by a healthcare provider, the student will be immediately dismissed from the ND program.

Readmission following dismissal from the program in response to a confirmed positive toxicology screen is subject to re-entry guidelines and the following conditions:

1. The student provides documentation from a qualified healthcare professional indicating status of abuse, addiction, or recovery, and/or documented rehabilitation related to the alcohol/drug abuse;
2. Documentation of a confirmed negative toxicology screen immediately prior to readmission; and,
3. All other readmission/re-entry requirements are met.

Students may also be required to submit additional toxicology screening during the ND program in accordance with clinical affiliate contracts or when reasonable suspicion of impairment exists. Observations that constitute reasonable suspicion may place the student at risk for disciplinary action up to and including program dismissal. Reasonable suspicion screening may be a response to observations by faculty and/or staff to include, but not be limited to, the following:

1. Physical symptoms such as slurred speech, unsteady gait, confusion or other manifestations of drug/alcohol use;
2. Presence of an odor of alcohol or illegal substance;
3. Abnormal conduct or erratic behavior during clinical or on-campus learning activities, chronic absenteeism,

- tardiness, or deterioration of performance regardless of any threat to patient safety;
4. Suspected theft of medications including controlled substances while at the clinical facility; and
 5. Evidence of involvement in the use, possession, sale, solicitation or transfer of illegal or illicit drugs while enrolled in the nursing program.

Medical Marijuana

In accordance with federal law, a positive toxicology screen for legally prescribed marijuana may prohibit a student from being placed in a clinical setting that accepts federal funding.

1. Absenteeism, tardiness, or deterioration of performance regardless of any threat to patient safety;
2. Suspected theft of medications including controlled substances while at the clinical facility; and
3. Evidence of involvement in the use, possession, sale, solicitation or transfer of illegal or illicit drugs while enrolled in the Nutrition and Dietetics Program.

Student Attendance Standard

The student's work at internship sites is extremely important to the internship 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 NDTR exam. **There are extreme consequences for changing schedules and failing to report the changes.**

Attendance at classroom, college laboratory and clinical learning experiences is required to meet course and end of program student learning outcomes whether on-ground/in-person or online/virtual. Excessive absences may result in the inability to meet course outcomes and consequently course failure. Students must attend all laboratory and clinical learning experiences whether on-ground/in-person or online/virtual. Any extenuating circumstances must be documented and approved by the ND Program Director or designee.

The college has limited ability to provide opportunities for students to make-up clinical hours. Make-up assignments for clinical absences will be determined and assigned by the Clinical Coordinator. Successful completion of assigned clinical make-up assignments is required to pass the course.

Following health-related absences, documentation from a health care provider that clearly states the student's ability to participate in class, clinical, or lab activities whether on-ground/in-person or online/virtual must be submitted to the ND Program Director to receive clearance to return to the program and/or to participate in clinical learning activities without restrictions. Faculty will assess laboratory and clinical attendance in relation to students' progress in meeting course learning outcomes. If a student is unable to meet student learning outcomes (SLOs) and competencies due to absenteeism, the student will receive a clinical failure and consequently a course failure (grade of F).

Internship 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 internship on time and be ready to start when your shift begins.
3. The Internship Preceptor must approve any variation in hours worked. The college Clinical Coordinator 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 Clinical Coordinator. Deviations in the schedule must be approved by the Clinical Instructor **and** your preceptor at the site.

The student hours will be managed by Trajecsys on an online document and time recording management system.

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 internship, 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 internship obligations. The Internship Preceptor 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 internship 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 Clinical Coordinator 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 internship and will not be allowed to take Nutrition Internship until the following year.

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

5. Unreported changes (not showing up and not calling **both** the college and the internship, 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 Internship or earning a failing grade. The student will not be allowed to take Nutrition Internship until the following year.
6. Reporting a Non-Scheduled Day-Off or Tardiness: Students who will be unable to report to the internship at the start of their scheduled shifts are expected to notify their Internship preceptors within **one half hour** of the scheduled shift.

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:

Uniform: Nutrition and Dietetics embroidered shirt is required with business casual pants and appropriate closed toe shoe (well-constructed and practical) 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.

Internship site preceptors are authorized to send a student home if the uniform or clothing is wrinkled, dirty or inappropriate.

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 internship. Hair nets or caps covering all the hair are required in internship when working with food.

- Personal Hygiene: Appropriate levels of daily personal hygiene should be maintained including body cleanliness. Facial hair must be trimmed to no longer than ½ inch. Personal hygiene practices should assure lack of body odor.
- 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 (including any type of facial piercing) 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. No perfume, cologne, after shave or heavy fragrance is to be worn.
- ID: Student ID badges 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.
- Tobacco: Smoking, vaping, and chewing tobacco are not allowed in the clinical setting.
- Tattoos: Visible tattoos are discouraged and should be covered at all times if possible and/or in accordance with clinical site policies.
- 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.

Nutrition faculty reserve the right to dismiss or restrict a student from the clinical setting whether on-ground/in-person or online/virtual for failure to comply with the dress code or for extremes in personal grooming. Dismissal or restriction from the clinical area will result in a clinical absence for the day.

Clinical Evaluations

- The student's internship work is directly supervised by an employee of the internship site. The internship preceptor prepares the evaluations. The Clinical Coordinator assigns the final Pass/Fail grade. Work will be graded based on time recorded, assignments completed, site preceptor comments, evaluations and class participation.
- All internship 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 internships, 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 internship preceptor with the Clinical Coordinator 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.
- A student who fails to fulfill the required objectives or competencies in any given term will receive a grade of F for the internship. This may result in immediate dismissal from the Program.

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.

Pregnancy Standards

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

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 (73%) 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 internships 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).

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 patient 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.

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), Foods (NTR 120), ServSafe Certification (HSP 109), Human Biology (BIO 115), Intermediate Algebra (MAT 137), maintain a minimum GPA of 2.8 and earn a grade of "C" or higher in all nutrition, math and science courses.
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 internships 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 internships 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 internships 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 toward 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 may receive an "I" (Incomplete) for the course or repeat 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 internship, the Clinical Coordinator/Clinical Instructor directs the student to discuss his/her specific schedule with the internship preceptor.
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 internship or the work in less than 2 days per week.
6. All internship placements are final. Internship 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 2017 Standards for Dietetic Technician Education Programs Core Knowledge and Competencies for the NDTR.
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 following graduation.
9. All internship sites have a formal contract as noted in the process below:

Sites are chosen based on their ability to provide an experience which meets the Student Learning Objectives for that rotation and employs appropriately credentialed practitioners who are committed to precepting students. GCC has a formal system in place for contracting with field sites for the Allied Health and Nursing programs. It is a requirement of Connecticut Office of the Attorney General ("OAG") as well as the Board of Regents for Higher Education that all State colleges, including Gateway Community College ("College"), participate in a formal contract process with all field sites for all Allied Health and Nursing programs. The full-time Allied Health and Nursing Administrative Coordinator, Alice Pandolfi, is responsible for the contractual agreements between the College and the field site administrators. These contracts are legally binding and signed by an approved administrator of the College and the clinical site. If the templates are to be used without deviation from the approved template language, the OAG is exempt from signing the agreement. If the clinical site requires the standard template language be modified, the contract will have to be submitted to the OAG for their review, approval and signature. A contract must be finalized before students can begin their clinical rotation at the designated field site. The length of each contract is five years. The rights and responsibilities of the College and the field site are clearly delineated. The Allied Health and Nursing Administrative Coordinator coordinates communication between the sites and the state to maintain the affiliation agreements. If the site is housed within Gateway Community College's purview, there is a local affiliation agreement between departments. Examples include the Step Forward Program and the Early Learning Center at Gateway.

There may be opportunities for interns to volunteer at a soup kitchen, food bank, school, day care center or other local organization for a one-time or short-term experience to allow them exposure to an environment of interest. Prior to participating in these experiences, the intern is required to get approval from the clinical faculty. Once completed, their hours must be signed-off by an individual at the site and they are required to complete the appropriate assignment for the experience. For these opportunities, there is no need for an affiliation agreement.

Transportation and Meal Costs

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

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).

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): Healthcare
2. The American Red Cross, BLS/CPR for Healthcare. Basic Life Support to Healthcare Providers

These are the only two acceptable providers.

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>. See the Clinical Coordinator for specific directions.

Technical Standards reflect reasonable expectations of the ND student for the performance of common functions of the NDTR (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 internship courses.

Additional Information

Students will arrange time with their Internship Preceptor for their midterm and final evaluations. Students must work with the Clinical Coordinator and/or the Clinical Instructor and the Internship Preceptor to schedule the final evaluation. The Internship Preceptor 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 internship. They are responsible to the preceptor on duty.

Credit for prior experience needs to be evaluated on an individual basis. Speak to the Program Director or Clinical Coordinator regarding this matter.

Organize your time at your internship:

- Assignments 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 preceptor informed of your deadlines for evaluations, logs, etc.
- Keep your preceptor informed of your whereabouts at all times.
- Plan to do work at home, such as writing your internship assignments or looking up terminology or drug interactions, etc.
- Ask questions if you do not understand directions.
- Use every opportunity in internship to learn as much as you can about every area of dietetics. Taking on extra responsibilities will be helpful when asking for recommendation.

Professional Resources

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 registration information is available at www.eatright.org. The A.N.D. is located at the following address:

Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
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 NDTR 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 2190
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 nutrition and dietetics education to advance the practice of the profession.

ACEND Vision: ACEND is valued for advancing excellence in nutrition and 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 Goals

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

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

The ACEND Strategic Plan

The ACEND Board reviews and revises the strategic plan each year.

Complaint Investigation Request

Refer to ACEND® Policy & Procedure Handbook
www.eatrightpro.org/ACEND

Accreditation Council for Education in Nutrition and Dietetics

the accrediting agency for the
 Academy of Nutrition
and Dietetics

January 2017

Directions: Please read this form in its entirety, complete, sign, and e-mail to ACENDReports@eatright.org or print and mail to:

Accreditation Council for Education in Nutrition and Dietetics
 (ACEND)
 120 South Riverside Plaza, Suite 2190
 Chicago, IL 60606-6995

Note: Incomplete forms may be returned

Your Information	ACEND Accredited Program Information
Name: <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. (Check One)	Program Name
Address	City, State,
City, State, Zip code	Program Type (Check One): <input type="checkbox"/> Dietetic Technician Program (DTP) <input type="checkbox"/> Coordinated Program (CP) <input type="checkbox"/> Didactic Program in Dietetics (DPD) <input type="checkbox"/> Dietetic Internship (DI) <input type="checkbox"/> CP Individualized Supervised Practice program <input type="checkbox"/> DPD Individualized Supervised Practice program <input type="checkbox"/> DI Individualized Supervised Practice program
Daytime Phone Number	Name(s) of the individual(s) cited in your complaint
Evening Phone Number	
Email Address (Required)	

Please list all ACEND standards or the policies and procedures that are being violated by this issue:
 (Please refer to www.eatright.org/ACEND for ACEND standards and policies and procedures.)

What steps have you already taken to address this issue with the program, and what was the outcome?

What outcome would you like to occur?

Directions: Succinctly describe your complaint including any individuals involved. Please do not exceed the space allotted on this summary form. If your complaint is determined to be related to ACEND standards or policies and procedures, you will be asked to provide a version of your complaint to be sent to the program for a response with your name and other identifying information removed.

PLEASE READ THE FOLLOWING BEFORE SIGNING BELOW:

I have read ACEND’s complaint process and agree to abide by it. I understand that the Accreditation Council for Education in Nutrition and Dietetics (ACEND) does not provide legal advice, and only investigates questions regarding a program’s compliance with ACEND accreditation standards, policies and procedures. ACEND does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. The above complaint is true and accurate to the best of my knowledge.

Signature:

Date: _____

Procedure for Complaints Against Accredited Programs

1. ACEND® staff forwards all written complaints to the ACEND® chair within three weeks of receipt of the complaint. If the complainant, requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.
2. If the ACEND® chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair's review that no further action will be taken.
3. If the ACEND® chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
4. At the same time as the complainant is notified, the complaint is forwarded to the program director by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND®, receive copies of the correspondence by first class mail.
5. The ACEND® chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
6. The ACEND® chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
7. The ACEND® chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND® board at its next scheduled meeting.
8. In determining the appropriate action, the ACEND® board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
9. The ACEND® board or the ACEND® chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND® board and legal counsel to identify a plan to address the complaint.
10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND® board determines that the program is not in compliance with the accreditation standards or policies, the ACEND® board may place the program on probation or withdraw accreditation.
12. The program director and administration of the sponsoring institution are notified of the ACEND® board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
13. The program has the right to request the ACEND® board to reconsider a decision to withdraw accreditation or probationary accreditation.

Academy of Nutrition and Dietetics Standards of Practice for Nutrition and Dietetics Technicians, Registered (SOP)

Academy Standards of Practice in Nutrition and Dietetics Technicians, Registered

The four standards of practice in nutrition care and six standards of professional performance describe a minimum competent level of nutrition and dietetics practice and professional performance. Standards of practice and standards of professional performance are self-evaluation tools. Standards of practice in nutrition care apply to practitioners who provide care to patients/clients/populations.

<p>Food and nutrition services director/manager, long-term care facility</p>	<p>A nutrition and dietetics technician, registered (NDTR) accepts a position as the director/ manager of dining services for a long-term care facility. The NDTR manages foodservice operations and assists the consulting registered dietitian nutritionist (RDN) by contributing information and observations (eg, screening data, diet history) for completing nutrition assessments and providing medical nutrition therapy as part of the health care team. The NDTR participates in care plan and discharge meetings; and responds to questions from residents and their families about the diet order, nutrition care plan, provision of nutrition supplements and snacks, and menu choices based on food preferences through collaboration with the consultant RDN as needed. The NDTR reports to the RDN on intervention responses, including documenting outcomes or providing evidence signifying a need to adjust the residents’ care plans. The NDTR updates professional development plan to incorporate competencies that address regulations, review of medical conditions, and nutrition care guidelines for population served by the facility, and foodservice-related skills.</p>
<p>Clinical practitioner, hospital, inpatient care</p>	<p>A hospital-based NDTR assigned to the cardiology and intensive care units assists the RDN following up on nutrition screening by obtaining additional information that the RDN will use to determine whether a nutrition assessment is indicated. The RDN and NDTR review patients, with the NDTR obtaining and contributing additional data to support assessments. For designated patients, the NDTR monitors for status changes, patient or family questions, care team observations, meal intake, and need for a snack, nutritional supplement, or nutrition education on therapeutic diet to contribute to care plan development/revision. The NDTR uses the Revised 2017 SOP in Nutrition Care and SOPP for NDTRs as the primary guide for self-evaluation to assess competent practice. The NDTR recognizes that this self-evaluation and review of nutrition and dietetics resources will assist in revising professional development plan to incorporate new essential competencies and to identify relevant continuing education activities.</p>
<p>Nutrition practitioner, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) clinic</p>	<p>An NDTR who is a staff member in the health department’s WIC clinic screens participants for nutrition risk, assigns food packages or food package changes following guidelines, and provides nutrition education both individually and in group classes using approved nutrition education resources. The NDTR refers high-risk participants to the RDN for nutrition assessment and provides RDN-identified education to participants. The NDTR received initial and ongoing training from the RDN who provides consultation and performance monitoring. The NDTR’s goal is to provide breastfeeding counseling, assessment, and support and identifies specific continuing education activities with the goal of qualifying for the International Board Certified Lactation Consultant (IBCLC) certification. The NDTR updates professional development plan with applicable essential practice competencies.</p>

<p>Director/manager, school nutrition program</p>	<p>An NDTR works as the public school district’s director of food and nutrition services. Working with school nutrition managers, the NDTR oversees foodservice operations. Tasks include documenting compliance with regulations, purchasing food and equipment, addressing food safety and sanitation, developing menus, training staff, and overseeing kitchen design and renovation, in addition to the human resource functions of the position. The NDTR facilitates addressing students’ required dietary modifications in consultation with families, school nurses, referring physicians, and the state agency consultant RDN, if needed. Because of the various roles, the NDTR uses the Revised 2017 SOP in Nutrition Care and SOPP for NDTRs as the guide for self-evaluation along with the state agency’s school nutrition professional development resources to reflect on any knowledge or skills needed for quality and competent practice.</p>
<p>Telehealth practitioner, wellness organization</p>	<p>An NDTR with more than 5 years hospital nutrition care experience accepts a position in the call center with a national organization that contracts with private insurers to provide virtual general health and wellness coaching to an insurer’s members. Call center staff, who are supervised by a registered nurse, are provided with extensive training that includes coaching skills and identifying when the caller needs to follow-up with a health care professional, for example, medical provider, a pharmacist with medication questions, or an RDN to address a prescribed diet for a chronic condition. The NDTR follows organization guidelines for providing general health, nutrition, and physical activity information to callers. With the change in employment to this new position, the NDTR reviews the Revised 2017 SOP in Nutrition Care and SOPP for NDTRs and updates professional development plan with new essential practice competencies, as needed.</p>
<p>NDTR, nonpracticing</p>	<p>An NDTR takes a leave of absence from the nutrition and dietetics workforce. Because the NDTR is maintaining the credential, sustaining professional performance is an expectation. The NDTR maintains and establishes networking and professional relationships. The NDTR participates in, and volunteers for, the local and national nutrition and dietetics association. The NDTR volunteers with the community food bank and responds to public policy calls to action by contacting representatives via social media and e-mail. The NDTR obtains continuing professional education units for CDR certification requirement. The NDTR recognizes the need to maintain skills at least at the minimally competent level identified within the Revised 2017 SOP in Nutrition Care and SOPP for NDTRs.</p>

Standards of Practice for Nutrition and Dietetics Technicians, Registered

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

The nutrition and dietetics technician, registered (NNDTR) participates in nutrition screening of patients/clients and populations and obtains and verifies relevant data and information for support of nutrition assessment under the supervision of the registered dietitian nutritionist (RDN).

Rationale:

Nutrition screening is the preliminary step to identify individuals who require a nutrition assessment performed by an RDN. Although nutrition assessment and reassessment are the responsibility of the RDN, the NNDTR takes an active role in obtaining and verifying relevant data and information for the RDN to complete the assessment.

Indicators for Standard 1: Participates in Nutrition Screening and Provides Support to Nutrition Assessment	
<i>Each NDTR:</i>	
1.1	Conducts nutrition screening according to pre-established criteria and/or tools based in evidence and organizational policy to identify individuals with a nutrition-related problem (eg, but not limited to, risk for malnutrition, food allergy/ intolerance, missing dentures)
1.2	Obtains food and nutrient administration and intake data
1.2A	Collects and reviews food and nutrient intake information (eg, current and previous diets, nutrition support, diet prescriptions, meal and snack patterns, medical foods/nutritional supplements, typical foods and beverages, cultural and religious preferences, and food allergies and intolerances)
1.2B	Records food and nutrient intake data
1.2C	Calculates food and nutrient intake
1.2D	Compares calculated intake data to reference standards identified by the RDN
1.2E	Summarizes food and nutrient intake information
1.3	Conducts interviews and reviews records for the following data for patients/clients and populations
1.3A	Personal, medical, nutrition, oral health, family, and psychosocial/social history
1.3B	Anthropometric indicators (eg, height, weight, weight history, body mass index, waist circumference, growth pattern indices/percentile ranks/z scores)
1.3C	Biochemical data, medical tests, procedures, and evaluations
1.3D	Medication data (eg, prescription and over-the-counter medications; dietary supplements [see Academy Definition of Terms]; medication and supplement allergies; potential for medication/food interaction; and adherence)
1.3E	Behavior, beliefs, knowledge, and attitudes of patient/client/population that influence nutrition and health and understanding of medical and other conditions
1.3F	Cognitive and physical ability to complete specific developmentally appropriate nutrition-related tasks (eg, self-feeding and other activities of daily living [ADLs]) and instrumental ADLs (eg, shopping and food preparation)
1.3G	Physical activity habits, training, and restrictions
1.3H	Food security defined as factors affecting access to a sufficient quantity of safe, healthful food and water, as well as food/nutrition-related supplies
1.3I	Other factors affecting intake and nutrition and health status (eg, cultural, ethnic, religious, lifestyle influencers, psychosocial, and social determinants of health)
1.4	Communicates results of nutrition screening to RDN
<i>(continued on next page)</i>	

Indicators for Standard 1: Participates in Nutrition Screening and Provides Support to Nutrition Assessment	
1.5	Documents and communicates:
1.5A	Date and time of interview(s)
1.5B	Date and time of records and data review
1.5C	Pertinent data (eg, food and nutrient intake, anthropometrics, biochemical data, medical tests and procedures, malnutrition, patient/client/population and medical, psychosocial, social, behavioral history)
1.5D	Comparison to reference standards
1.5E	Patient/client/population perceptions, values, and motivation related to nutrition care
1.5F	Patient/client/population level of understanding, reported food-related behaviors, and other pertinent information

Standard 2: Provides Support to Nutrition Diagnosis

The nutrition and dietetics technician, registered (NDTR) obtains, verifies, and documents relevant data and information to support the registered dietitian nutritionist (RDN) in determining the nutrition diagnosis(es) or nutrition problems and etiology for patients/clients/populations. NDTRs observe and communicate signs and symptoms/defining characteristics, and other relevant information in a timely and accurate manner.

Rationale:

NDTRs contribute to the RDN's identification of a nutrition diagnosis(es) by obtaining, verifying, documenting, and communicating relevant data and information about problem, etiology, signs, and symptoms for the RDN to effectively cluster, analyze, and synthesize information to determine a nutrition diagnosis(es). Timely and appropriate nutrition diagnosis by the RDN leads to a timely appropriate nutrition intervention/plan of care.

Indicators for Standard 2: Provides Support to Nutrition Diagnosis	
<i>Each NDTR:</i>	
2.1	Observes signs and symptoms/defining characteristics
2.2	Verifies signs and symptoms with patient/client/advocate/community, caregivers, family members, or other health care professionals when possible and appropriate
2.3	Documents signs and symptoms/defining characteristics
2.4	Communicates signs and symptoms/defining characteristics and other relevant information to the RDN

Standard 3: Provides Support to Nutrition Intervention/Plan of Care as Directed by the Registered Dietitian Nutritionist

The nutrition and dietetics technician, registered (NNDTR) works under the supervision of the registered dietitian nutritionist (RDN) and assists by contributing to the implementation of nutrition intervention/plan of care developed by the RDN. The person- centered nutrition intervention/plan of care is designed to maintain or promote a desirable change in nutrition-related behaviors, risk factors, environmental conditions, or aspects of health status for an individual, target group, or the community at large.

Rationale:

The NNDTR contributes to the nutrition intervention/plan of care by assisting the RDN with implementation of individualized patient-/client-/population-centered nutrition interventions/plans of care and education with the goal of resolving, improving, or stabilizing the nutrition diagnosis/problem.

Indicators for Standard 3: Provides Support to Nutrition Intervention/Plan of Care as Directed by the Registered Dietitian Nutritionist		
<i>Each NDTR:</i>		
3.1	Provides nutrition intervention/plan of care as designed and directed by an RDN and in accordance with:	
	3.1A	Applicable laws and regulations
	3.1B	Organization or program, policies and procedures
3.2	Responds to patient/client/advocate/population inquiries regarding interventions that are within the established nutrition intervention/plan of care in accordance with the NDTR's demonstrated competence	
3.3	Communicates and clarifies the nutrition intervention/plan of care, including nutrition prescription with patients/clients/advocates/population, caregivers, and interprofessional team members	
3.4	Verifies that the nutrition intervention/plan of care is being implemented and that needs and preferences of the patient/client/population are being met	
3.5	Participates in discharge planning and transitions of care for patients/clients and populations	
3.6	Communicates with RDN about discussions with patient/client/advocate/population and observed changes in patient/client/population status that may influence the nutrition intervention/plan of care and/or discharge planning/ transitions of care needs	
3.7	Documents and communicates:	
	3.7A	Date and time
	3.7B	Nutrition intervention/plan of care provided as developed by the RDN
	3.7C	Observed changes in patient/client status influencing the nutrition intervention/plan of care

Indicators for Standard 3: Provides Support to Nutrition Intervention/Plan of Care as Directed by the Registered Dietitian Nutritionist		
	3.7D	Patient/client/advocate/caregiver/community receptiveness
	3.7E	Patient/client/advocate/caregiver/community comprehension of intervention/plan of care
	3.7F	Observed barriers to change

Standard 4: Nutrition Monitoring and Evaluation		
<p>The nutrition and dietetics technician, registered (NNDTR) participates in the nutrition monitoring of patients/clients and populations under the supervision of the registered dietitian nutritionist (RDN). The NNDTR uses indicators as identified by the RDN that are relevant to the defined needs, nutrition diagnosis/problem, nutrition goals, preferences, and desired health results for the patient/client/population.</p> <p>Rationale: Nutrition monitoring and evaluation are essential components of an outcomes management system in order to assure quality, patient-/client-/population-centered care and to promote uniformity within the profession in evaluating the efficacy of nutrition interventions. By obtaining nutrition data and information at scheduled follow-up points, the NNDTR assists the RDN in nutrition monitoring to support evaluation of the nutrition intervention/plan of care and tailoring the nutrition intervention/plan of care to the patient's/client's/population's needs and preferences.</p>		
Indicators for Standard 4: Nutrition Monitoring and Evaluation		
<i>Each NNDTR:</i>		
4.1	Assesses patient/client/advocate/population understanding and compliance with nutrition intervention/plan of care	
4.2	Determines whether the nutrition intervention/plan of care is being implemented as prescribed	
4.3	Identifies data and information impacting the effectiveness of the nutrition intervention/plan of care strategy and potential needs after discharge	
4.4	Communicates with the RDN regarding monitoring and evaluation activities and findings	
Indicators for Standard 4: Nutrition Monitoring and Evaluation		
4.5	Tracks and documents:	
	4.5A	Progress toward goals
	4.5B	Factors/barriers impacting progress
	4.5C	Changes in patient/client/advocate/population level of understanding and food-related behaviors
	4.5D	Change in clinical data, health, or functional status and discharge/transitions of care needs
	4.5E	Outcomes of intervention

Standards of Professional Performance for Nutrition and Dietetics Technicians, Registered (SOPP)

Standards of Professional Performance for Nutrition and Dietetics Technicians, Registered

Standard 1: Quality in Practice

The nutrition and dietetics technician, registered (NNDTR) provides quality services using a systematic process with identified ethics, leadership, accountability, and dedicated resources.

Rationale:

Quality practice in nutrition and dietetics is built on a solid foundation of education, supervised practice (if applicable), credentialing, evidence-based practice, demonstrated competence, and adherence to established professional standards. Quality practice requires systematic measurement of outcomes, regular performance evaluations, and continuous improvement.

Indicators for Standard 1: Quality in Practice

Each NDTR:

1.1	Complies with applicable laws and regulations as related to his or her area(s) of practice
1.2	Performs within individual and statutory scope of practice and applicable laws and regulations
1.3	Adheres to sound business and ethical billing practices applicable to the role and setting
1.4	Uses national quality and safety data (eg, National Academies of Sciences, Engineering, and Medicine: Health and Medicine Division, National Quality Forum, Institute for Healthcare Improvement) to improve the quality of services provided and to enhance customer-centered services
1.5	Uses a systematic performance improvement model that is based on practice knowledge, evidence, research, and science for delivery of the highest quality services
1.6	Participates in or designs an outcomes-based management system to evaluate safety, effectiveness, quality, person-centeredness, timeliness, and efficiency of practice
1.6A	Involves colleagues and others, as applicable, in systematic outcomes management
1.6B	Defines expected outcomes that may include quality indicators identified by the RDN when providing patient/ client care
1.6C	Uses indicators that are specific, measurable, attainable, realistic, and timely (S.M.A.R.T.)
1.6D	Measures quality of services in terms of structure, process, and outcomes
1.6E	Reviews reports from electronic clinical quality measures that evaluate care improvement for patients/clients at risk for malnutrition or with malnutrition (www.eatrightpro.org/emeasures)
1.6F	Documents measurable outcomes
1.7	Identifies and addresses potential and actual errors and hazards in provision of services or brings to attention of supervisors (eg, RDN) and team members as appropriate
1.8	Compares actual performance to performance goals (ie, Gap Analysis, SWOT Analysis [Strengths, Weaknesses, Opportunities, and Threats], PDCA Cycle [Plan-Do-Check-Act], DMAIC [Define, Measure, Analyze, Improve, Control])
1.8A	Reports and documents action plan to address identified gaps in care and/or service performance
1.9	Checks interventions and workflow process(es) and identifies needed service and delivery improvements
1.10	Improves or enhances patient/client/population care and/or services working with RDN or others based on measured outcomes and established goals

Examples of Outcomes for Standard 1: Quality in Practice

- Actions are within scope of practice and applicable laws and regulations
- National quality standards and best practices are evident in customer-centered services
- Performance improvement program specific to program(s)/service(s) is established and updated as needed; is evaluated for effectiveness in providing desired outcomes data and striving for excellence in collaboration with RDN or other team members as indicated
- Performance indicators are specific, measurable, attainable, realistic, and timely (S.M.A.R.T.)
- Aggregate outcomes results meet pre-established criteria and/or goals
- Quality improvement results direct refinement and advancement of practice

Standard 2: Competence and Accountability

The nutrition and dietetics technician, registered (NNDTR) demonstrates competence in, and accepts accountability and responsibility for ensuring safe, quality practice and services.

Rationale:

Competence and accountability in practice includes continuous acquisition of knowledge, skills, experience, and judgment in the provision of safe, quality customer-centered service.

Indicators for Standard 2: Competence and Accountability	
<i>Each NDTR:</i>	
2.1	Adheres to the codes(s) of ethics (eg, Academy/CDR, other national organizations, and/or employer code of ethics)
2.2	Integrates Scope of Practice, Standards of Practice (SOP), and Standards of Professional Performance (SOPP) into practice, self-evaluation, and professional development
	2.2A Integrates applicable focus area SOP and SOPP into practice as directed by the RDN
2.3	Demonstrates and documents competence in practice and delivery of customer-centered service(s)
2.4	Assumes accountability and responsibility for actions and behaviors
	2.4A Identifies, acknowledges, and corrects errors
2.5	Conducts self-evaluation at regular intervals
	2.5A Identifies needs for professional development
2.6	Designs and implements plans for professional development
	2.6A Develops plan and documents professional development activities in career portfolio (eg, organizational policies and procedures, credentialing agency[ies])
2.7	Engages in evidence-based practice and uses best practices
2.8	Participates in peer review of others as applicable to role and responsibilities
2.9	Mentors and/or precepts others
2.10	Pursues opportunities (education, training, credentials, certifications) to advance practice in accordance with laws and regulations, and requirements of practice setting

Examples of Outcomes for Standard 2: Competence and Accountability

- Practice reflects
 - ↳ Codes of ethics (eg, Academy/CDR, other national organizations, and/or employer code of ethics)
 - B Scope of Practice, Standards of Practice, and Standards of Professional Performance
 - B Evidence-based practice and best practices
 - B Commission on Dietetic Registration Essential Practice Competencies and Performance Indicators
- Practice incorporates successful strategies for interactions with individuals/groups from diverse cultures and backgrounds
- Competence is demonstrated and documented
- Services provided are safe and customer-centered
- Self-evaluations are conducted regularly to reflect commitment to lifelong learning and professional development and engagement
- Professional development needs are identified and pursued
- Directed learning is demonstrated
- Relevant opportunities (education, training, credentials, certifications) are pursued to advance practice
- Commission on Dietetic Registration recertification requirements are met

Standard 3: Provision of Services

The nutrition and dietetics technician, registered (NNDTR) provides safe, quality service based on customer expectations and needs, and the mission, vision, principles, and values of the organization/business. The NNDTR works under the supervision of a registered dietitian nutritionist (RDN) when providing services related to direct care.

Rationale:

Quality programs and services are designed, executed, and promoted based on the NNDTR’s knowledge, skills, experience, judgment, and competence in addressing the needs and expectations of the organization/business and its customers.

Indicators for Standard 3: Provision of Services		
<i>Each NDTR:</i>		
3.1	Contributes to or leads in development and maintenance of programs/services that address the needs of the customer or target population(s)	
	3.1A	Aligns program/service development with the mission, vision, principles, values, and service expectations and outputs of the organization/business
	3.1B	Uses the needs, expectations, and desired outcomes of customers/populations (eg, patients/clients, families, community, decision makers, administrators, client organization[s]) in program/service development
	3.1C	Makes decisions and recommendations that reflect stewardship of time, talent, finances, and environment
	3.1D	Proposes programs and services that are customer-centered, culturally appropriate, and minimize disparities
3.2	Promotes public access and referral to credentialed nutrition and dietetics practitioners for quality food and nutrition programs and services	
	3.2A	Contributes to or designs referral systems that promote access to qualified, credentialed nutrition and dietetics practitioners
	3.2B	Refers customers to appropriate providers when requested services or identified needs exceed the NDTR’s individual scope of practice
	3.2C	Monitors effectiveness of referral systems and modifies as needed to achieve desirable outcomes

Indicators for Standard 3: Provision of Services		
3.3	Contributes to or designs customer-centered services	
	3.3A	Sets priorities based on needs, beliefs/values, goals, resources of the customer, and social determinants of health
	3.3B	Uses knowledge of the customer's/target population's health conditions, culture, beliefs, and business objectives/services to guide design and delivery of customer-centered services
	3.3C	Communicates principles of disease prevention and behavioral change appropriate to the customer or target population
	3.3D	Collaborates with customers to set priorities, establish goals, and create customer-centered action plans to achieve desirable outcomes
	3.3E	Involves customers in decision making
3.4	Executes programs/services in an organized, collaborative, cost effective, and customer-centered manner	
	3.4A	Collaborates and coordinates with RDN, peers, colleagues, stakeholders, and within interprofessional teams
	3.4B	Uses and participates in, or leads in the selection, design, execution, and evaluation of customer programs and services (eg, nutrition screening system, medical and retail foodservice, electronic health records, interprofessional programs, community education, grant management)
	3.4C	Uses and develops or contributes to selection, design and maintenance of policies, procedures (eg, discharge planning/transitions of care), protocols, standards of care, technology resources (eg, Health Insurance Portability and Accountability Act [HIPAA] compliant telehealth platforms), and training materials that reflect evidence-based practice in accordance with applicable laws and regulations
	3.4D	Complies with established billing regulations, organizational policies, grant funder guidelines, if applicable to role and setting, and adheres to ethical and transparent financial management and billing practices
	3.4E	Communicates with the interprofessional team and referring party consistent with the HIPAA rules for use and disclosure of customer's personal health information
3.5	Uses professional, technical, and support personnel appropriately in the delivery of customer-centered care or services in accordance with laws, regulations, and organizational policies and procedures	
	3.5A	Assigns activities consistent with the qualifications, experience, and competence of professional, technical, and support personnel
	3.5B	Supervises professional, technical, and support personnel
3.6	Designs and implements food delivery systems to meet the needs of customers	
	3.6A	Collaborates in or leads the design of food delivery systems to address health care needs and outcomes (including nutrition status), ecological sustainability, and to meet the culture and related needs and preferences of target populations (ie, health care patients/clients, employee groups, visitors to retail venues, schools, child and adult day-care centers, community feeding sites, farm-to-institution initiatives, local food banks)
	3.6B	Participates in, consults/collaborates with the RDN or others, or leads the development of menus to address health, nutritional, and cultural needs of target population(s) consistent with federal, state, or funding source regulations or guidelines
	3.6C	Provides input to the RDN in the interprofessional process for determining medical foods/nutritional supplements, dietary supplements, enteral nutrition formulary for target population(s)

Indicators for Standard 3: Provision of Services		
3.7	Maintains records of services provided	
	3.7A	Documents according to organizational policies, procedures, standards, and systems, including electronic health records
	3.7B	Implements data management systems to support interoperable data collection, maintenance, and utilization
	3.7C	Uses data to document outcomes of services (ie, staff productivity, cost/benefit, budget compliance, outcomes, quality of services) and provide justification for maintenance or expansion of services
	3.7D	Uses data to demonstrate program/service achievements and compliance with accreditation standards, laws, and regulations
3.8	Advocates for provision of food and nutrition services as part of public policy	
	3.8A	Communicates with policy makers regarding the benefit/cost of quality food and nutrition services
	3.8B	Advocates in support of food and nutrition programs and services for populations with special needs and chronic conditions
	3.8C	Advocates for protection of the public through multiple avenues of engagement (eg, legislative action, establishing effective relationships with elected leaders and regulatory officials, participation in various Academy committees, workgroups and task forces, Dietetic Practice Groups, Member Interest Groups, and State Affiliates)

Examples of Outcomes for Standard 3: Provision of Services
<ul style="list-style-type: none"> • Program/service design and systems reflect organization/business mission, vision, principles, and values, and customer needs and expectations • Customers participate in establishing program/service goals and customer-focused action plans and/or nutrition interventions (eg, in-person or via telehealth) • Customer-centered needs and preferences are met • Customers are satisfied with services and products • Customers have access to food assistance • Customers have access to food and nutrition services • Foodservice system incorporates sustainability practices addressing energy and water use, and waste management • Menus reflect the cultural, health, and/or nutritional needs of target population(s) and consideration of ecological sustainability • Evaluations reflect expected outcomes and established goals • Effective screening and referral services are established or implemented as designed • Professional, technical, and support personnel are supervised consistent with role and responsibilities • NNDTR collaborates with an RDN and receives supervision when providing nutrition care to customers • Ethical and transparent financial management and billing practices are used per role and setting

<u>Standard 4: Application of Research</u>
<p>The nutrition and dietetics technician, registered (NNDTR) participates in and/or applies research to enhance practice. Evidence-based practice incorporates the best available research/evidence and information in the delivery of nutrition and dietetics services. Rationale:</p> <p>Participation in and application of nutrition and dietetics research leads to improved safety and quality of nutrition and dietetics practice and services.</p>

Indicators for Standard 4: Application of Research		
<i>Each NDTR:</i>		
4.1	Reviews best available research/evidence and information for application to practice	
	4.1A	Understands basic research design and methodology
4.2	Uses best available research/evidence and information as the foundation for evidence-based practice	
4.3	Applies best available research/evidence and information with best practices, clinical and managerial expertise, and customer values	
4.4	Contributes ideas and assists in activities of the research team	

Examples of Outcomes for Standard 4: Application of Research

- Evidence-based practice, best practices, clinical and managerial expertise, and customer values are integrated in the delivery of nutrition and dietetics services
- Customers receive appropriate services based on the effective application of best available research/evidence and information
- Best available research/evidence and information is used as the foundation of evidence-based practice

Standard 5: Communication and Application of Knowledge

The nutrition and dietetics technician, registered (NNDTR) effectively applies knowledge in communications.

Rationale:

The NNDTR employs strategies and through collaboration with others, works to achieve common goals by effectively sharing and applying knowledge and skills in food, nutrition, dietetics, and management services.

Indicators for Standard 5: Communication and Application of Knowledge		
<i>Each NDTR:</i>		
5.1	Communicates and applies current knowledge and information based on evidence	
	5.1A	Demonstrates critical thinking and problem-solving skills when communicating with others
5.2	Selects appropriate information and the most effective method or format that considers customer-centered care and needs of the individual/group/population when communicating information and conducting nutrition education or promotion	
	5.2A	Uses communication methods (ie, oral, print, one-on-one, group, visual, electronic, and social media) targeted to various audiences
	5.2B	Uses information technology to communicate, disseminate, manage knowledge, and support decision making
5.3	Applies and demonstrates knowledge of food and nutrition integrated with knowledge of health, culture, social sciences, communication, informatics, sustainability, and management	
5.4	Shares current, evidence-based knowledge, and information with various audiences	
	5.4A	Guides customers, families, students, and interns in the application of knowledge and skills
	5.4B	Assists individuals and groups to identify and secure appropriate and available nutrition and lifestyle education and other resources and services

Indicators for Standard 5: Communication and Application of Knowledge		
	5.4C	Uses professional writing and verbal skills in all types of communication
	5.4D	Reflects knowledge of population characteristics in communication methods
5.5	Establishes credibility and contributes as a food and nutrition resource within the interprofessional health care and management teams, organization, and community	
5.6	Seeks opportunities to participate in and assume leadership roles with local, state, and national professional and community-based organizations (eg, government-appointed advisory boards, community coalitions, schools, foundations or nonprofit organizations serving the food insecure)	

Examples of Outcomes for Standard 5: Communication and Application of Knowledge

- Expertise in food, nutrition, dietetics, and management is demonstrated and shared
- Interoperable information technology is used to support practice
- Effective and efficient communications occur through appropriate and professional use of e-mail, texting, and social media tools
- Individuals, groups, and stakeholders:
 - Receive current and appropriate information and customer-centered service
 - Demonstrate understanding of information and behavioral strategies received
 - Know how to obtain additional guidance from the RDN or other RDN-recommended resources
- Leadership is demonstrated through active professional and community involvement

Standard 6: Utilization and Management of Resources

The nutrition and dietetics technician, registered (NNDTR) uses resources effectively and efficiently.

Rationale:

The NNDTR demonstrates and applies leadership skills through strategic management of time, finances, facilities, supplies, technology, natural, and human resources.

Indicators for Standard 6: Utilization and Management of Resources		
<i>Each NDTR:</i>		
6.1	Uses a systematic approach to manage resources and improve outcomes	
6.2	Evaluates management of resources with the use of standardized performance measures and benchmarking as applicable	
	6.2A	Uses the Standards of Excellence Metric Tool, consistent with roles and responsibilities, to self-assess quality in leadership, organization, practice, and outcomes for an organization (www.eatrightpro.org/excellencetool)
6.3	Evaluates safety, effectiveness, efficiency, productivity, sustainability practices, and value while planning and delivering services and products	
6.4	Participates in quality assurance and performance improvement and documents outcomes and best practices relative to resource management	
6.5	Measures and tracks trends regarding internal and external customer outcomes (eg, satisfaction, key performance indicators)	

Examples of Outcomes for Standard 6: Utilization and Management of Resources

- Resources are effectively and efficiently managed
 - Documentation of resource use is consistent with operational and sustainability goals
 - Data are used to promote, improve, and validate services, organization practices, and public policy
 - Desired outcomes are achieved, documented, and disseminated
 - Identifies and tracks key performance indicators in alignment with organizational mission, vision, principles, and values
-

Academy of Nutrition and Dietetics (Academy)/Commission on Dietetic Registration (CDR)

Code of Ethics

for the Nutrition and Dietetics Profession

Effective Date: June 1, 2018 Preamble:

When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).
- j.

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: “The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy’s mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources. **Non-Maleficence:** is the intent to not inflict harm.¹

References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. http://www.eatrightpro.org/~/_/media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionof termslist.ashx
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

The program's curriculum must include the following required components, including prerequisites:

1. General understanding of the scientific basis of nutrition and dietetics, exposure to research literature and application to technical practice
2. Oral and written communication skills sufficient for entry into technical practice
3. Principles and techniques of effective interviewing and education methods for diverse individuals and groups
4. Governance applicable to the technical level of nutrition and dietetics practice, such as the Scope of Practice for the Nutrition and Dietetics Technician, Registered and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings
5. Principles of medical nutrition therapy and the Nutrition Care Process including principles and methods of nutrition screening for referral to the registered dietitian nutritionist, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice
6. Role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention
7. Principles of applied food science, food safety and sanitation and principles and techniques of food preparation
8. Principles of procurement, production, distribution and service of food
9. Applied management principles required to deliver food and nutrition programs
10. Applied principles of human resource management
11. Legislative and regulatory policy related to nutrition and dietetics operations
12. Quality management of food and nutrition services
13. Health care delivery (such as accountable care organizations, managed care, medical homes, local health care agencies) and policies which impact technical practice of dietetics

14. Applied concepts of chemistry, anatomy, physiology, microbiology related to food safety, mathematics, fundamentals of nutrition, and nutrition across the life span
15. Cultural humility, self-reflection, and diversity, equity and inclusion
16. Human behavior, psychology, sociology or anthropology

The 2022 ACEND Accreditation Standards for Nutrition and Dietetics Technician Programs (DT) can be found at the following address. Control and click to access the document.

[2022 DT Standards \(eatrightpro.org\)](https://eatrightpro.org)

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.

Appendix A

**GATEWAY COMMUNITY COLLEGE
ALLIED HEALTH & NUTRITION AND DIETETICS DIVISION**

Nutrition and Dietetics Program Student Handbook 2022-2023

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 Handbook. It is the intent of this Handbook 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 Handbook Acknowledgement of Receipt and Agreement to Comply

I, _____, acknowledge receiving and reading the Nutrition and Dietetics

Student Handbook, 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 Handbook 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: _____

Appendix B: 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 Handbook 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.

Appendix C: 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 Handbook 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 Handbook 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.

Appendix D

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

*****FOR REFERENCE PURPOSES ONLY*****



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

Gateway Community College / Division of Allied Health & Nursing

Student Name: _____ Date of Birth: __/__/____ Date of Physical Exam: -----
Banner ID _____ Phone: 1) _____ 2) _____
Emergency Contact Name _____ Phone: 1) _____ 2) _____

TO THE EXAMINING PHYSICIAN / HEALTH CARE PROVIDER (HCP):

Based on my health assessment and physical exam:

o Student DENIES Latex Allergy o Student CONFIRMS Latex Allergy

Student is clear to participate in clinical courses with no restrictions.

D yes D no* *If no, please explain the nature of the restrictions/limitations related to the delivery of patient care:

"See Technical Standards, a sample of abilities & characteristics needed to complete program requirements, attached.

IMMUNIZATION RECORD

Refer to the CDC Healthcare Personnel Vaccination Recommendations at <http://www.immunize.org/calculator>

REQUIRED VTERS MUST BE POSITIVE PER LABORATORY STANDARD and MUST ACCOMPANY THIS FORM

If not immune, immunization series may need to be administered and a second titer may be required.

1. MMR: MEASLES (RUBEOLA), MUMPS & RUBELLA (GERMAN MEASLES), see <https://www.cdc.gov/immwrp/pdf/rrrr6204.pdf>

Evidence of vaccination per the schedule below on or after first birthday:

Dose 1: __/__/____ Dose 2: __/__/____ (4 weeks after Dose 1)

For HCP born before 1957 see

<http://www.immunize.org/cata.d/p2017.pdf>

OR

Titer results (attached): ____ POSITIVE ____ NEGATIVE (Qualitative or Quantitative titer, laboratory report attached)

2. VARICELLA (CHICKEN POX)

D History of Disease, Date: _____ Note: documentation must be provided by a healthcare provider

OR

Titer results (attached): ____ POSITIVE ____ NEGATIVE (Qualitative or Quantitative titer, laboratory report must be attached)

OR

Dose 1: ____ 1 ____ 1 Dose 2: __/__/____ (at least 28 days apart)

Booster: __/__/____ (if needed)

3. TETANUS/DIPHTHERIA/PERTUSSIS (Tdap) see <https://www.cdc.gov/vaccines/hcp/yls/yjs-statements/tdap.html>

Tdap Dose: __/__/____ (within last 10 years)

OR

Td (Tdap) Booster: __/__/____ (if Tdap was > 10 years ago)

4. HEPATITIS B: Quantitative titer is required following vaccination series:

Titer results (attached): ____ POSITIVE. (anti-HBs > 10 mU/ml) ____ NEGATIVE (at least 2 months after final dose)

OR vaccination with a 2-dose series of Heplisav-8 OR a 3-dose series of Engerix-B or Recombivax HB, followed by a titer

Dose 1: / /

Dose 2: / / (-1 month later)

Dose 3: __/__/____ (-5 months later) for Engerix-B or Recombivax HB only

For Hep B Non-responders see

<http://www.immunize.org/calculator>

ANNUAL IMMUNIZATION REQUIREMENTS:

1. Tuberculosis Testing is required every year, options as below:

TB Skin Test (TST): INITIAL TST MUST be a two-step test #1 Date Given: _____ Date Read: _____ Result __negative__ positive

#2 Date Given: _____ Date Read: _____ Result __negative__ positive

OR TB Blood Test (IGRA, i.e. Quantiferon) Date of Blood Draw: _____ Results (attached): _____

either test is positive a chest x-ray required

ate of X-Ray: _____, Result: normal _____ abnormal _____

Influenza (Flu) Vaccination is required each year, contact your college for the due date

Healthcare Provider Print Name Healthcare Provider Signature DEA Number DATE

Address: _____ Telephone () _____



**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 F

**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 G



**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 H



**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: _____



STUDENT STATEMENT OF RESPONSIBILITY- ACADEMIC ADJUSTMENT

Any student who feels s/he may need an adjustment based on the impact of a documented disability should contact Student Accessibility Services at 203-285-2231 in room S-202 (2nd floor of the South Building) to coordinate reasonable adjustments. Students then should contact the professor privately to ensure adjustments are received.

Students with a documented disability must self-disclose and provide appropriate documentation to the Accessibility Specialist. A request should be made every semester if the student requires reasonable adjustments. Please contact Student Accessibility Services prior to the beginning of the semester or as early as possible in the semester as any potential adjustments that may be made are not retroactive.

For more information please contact Accessibility Specialists Ronald Chomicz or Samantha Murphy at 203-285-2231, rchomicz@gatewayct.edu, or smurphy1@gatewayct.edu

Please see the GCC Policy regarding requesting academic adjustments at <http://www.gatewayct.edu/Offices-Departments/Student-Accessibility-Services/Requesting-Academic-Adjustments>

My signature below signifies that I have received written directions on the procedures for requesting academic adjustments (including when the request must be made and who I can contact to make the request).

Student Name (Please Print)

Student Signature

Date