# University of Cincinnati Coordinated Program in Dietetics
## Policies and Procedures
Update: June 6, 2016

### Table of Contents

<table>
<thead>
<tr>
<th>POLICY</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nondiscrimination and Equal Opportunity</td>
<td>2</td>
</tr>
<tr>
<td>Protecting the Rights of Students</td>
<td>2</td>
</tr>
<tr>
<td>Withdrawal and Refund of Tuition and Fees</td>
<td>2</td>
</tr>
<tr>
<td>Scheduling and Program Calendar, Including Vacation and Holidays: Reporting Absence/Tardiness</td>
<td>3</td>
</tr>
<tr>
<td>Protection of Privacy of Student Information</td>
<td>4</td>
</tr>
<tr>
<td>Access to Personal Files</td>
<td>5</td>
</tr>
<tr>
<td>Access to Student Support Services</td>
<td>5</td>
</tr>
<tr>
<td>Student/Intern Accessibility to CP Policies &amp; Procedures</td>
<td>5</td>
</tr>
<tr>
<td>Insurance Requirements</td>
<td>5</td>
</tr>
<tr>
<td>Liability For Safety In Travel To or From Assigned Areas</td>
<td>6</td>
</tr>
<tr>
<td>Injury or Illness While In A Facility For Supervised Practice</td>
<td>6</td>
</tr>
<tr>
<td>Drug Testing, Criminal Background Checks, and Examples of Criminal Convictions That May Prevent Students From Placement In Supervised Practice Sites</td>
<td>6</td>
</tr>
<tr>
<td>Preventing The Use of Students To Replace Employees</td>
<td>7</td>
</tr>
<tr>
<td>Complaints From Students, Interns And Preceptors</td>
<td>8</td>
</tr>
<tr>
<td>Recency of Course Work</td>
<td>8</td>
</tr>
<tr>
<td>Assessment of Prior Learning &amp; Credit Toward Course Requirements In Supervised Practice Courses</td>
<td>10</td>
</tr>
<tr>
<td>Formal Assessment of Student Learning</td>
<td>21</td>
</tr>
<tr>
<td>Remediation In Supervised Practice</td>
<td>21</td>
</tr>
<tr>
<td>Learning Contract</td>
<td>23</td>
</tr>
<tr>
<td>Disciplinary Action In Supervised Practice Including Dismissal From The Program</td>
<td>24</td>
</tr>
<tr>
<td>CPD Essential Program-Related Functions</td>
<td>26</td>
</tr>
<tr>
<td>Graduation and/or CP Completion Requirements</td>
<td>28</td>
</tr>
<tr>
<td>Leaves of Absence</td>
<td>28</td>
</tr>
<tr>
<td>Verification Statement Procedures</td>
<td>29</td>
</tr>
<tr>
<td>Professional and Ethical Behavior</td>
<td>29</td>
</tr>
<tr>
<td>Dress Code</td>
<td>30</td>
</tr>
<tr>
<td>Inclement Weather</td>
<td>31</td>
</tr>
<tr>
<td><strong>Verification of University of Cincinnati CPD Policy &amp; Procedure Review</strong></td>
<td>33</td>
</tr>
</tbody>
</table>
POLICY: NONDISCRIMINATION AND EQUAL OPPORTUNITY

The Nutritional Sciences programs protect student civil rights and comply with the University of Cincinnati’s equal opportunity policies that are administered through the University Of Cincinnati Office Of Equal Opportunity. Policies are available at: http://www.uc.edu/hr/oeoa/AffirmativeActionEEO.html and http://www.uc.edu/about/policies/non-discrimination.html.

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities.
The university does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities.
The university responds promptly and effectively to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.
UC is committed to the ideal of universal Web accessibility and strives to provide an accessible Web presence that enables all university community members and visitors full access to information provided on its websites. Every effort has been made to make these pages as accessible as possible in accordance with the applicable guidelines.

POLICY: PROTECTING THE RIGHTS OF STUDENTS

The Coordinated Program in dietetics has written policies and procedures that protect the rights of enrolled students and are consistent with current institutional practice. Policies and procedures are provided to students and interns. http://www.cahs.uc.edu/docs/default-source/nutrition/undergraduate-handbook-july-2015.pdf (page 20 in handbook).

POLICY: WITHDRAWAL AND REFUND OF TUITION AND FEES

The complete withdrawal process, individual class withdrawals process and information about refund of tuition fees is available from the Office of the Registrar website http://www.uc.edu/registrar/methods_of_reg.html.

An intern in the supervised practice may withdraw from the program at any time and for any reason by submitting written notification to the CP Director and by completing the University’s class withdrawal process.
POLICY: SCHEDULING AND PROGRAM CALENDAR, INCLUDING VACATION AND HOLIDAYS; REPORTING ABSENCE AND TARDINESS

The Office of the Registrar website www.uc.edu/Registrar includes a detailed University Calendar listing dates such as beginning and ending dates of each quarter, key registration dates, deadline dates, payment dates, exam dates, holidays, etc.

The following is a “Statement of Principle” regarding “Religious Holidays and Class Attendance” from the Office of the Registrar:

University of Cincinnati holds to the principle that an institutional climate of respect for cultural and ideological diversity extends to the variety of religious practices in our community. Religious practice is for many individuals an important element of personal identity, intellectual development and psychological well-being, and is in many cases inseparable from cultural identity. UC considers each individual’s decision to either engage in or refrain from religious worship to be worthy of respect and consideration. As the diversity of our community has increased, additional religious holidays now affect a significant number of students. Consistent with our commitment to creating a Just Community that is respectful of and welcoming to persons of differing backgrounds, University of Cincinnati believes that every reasonable effort should be made to allow members of the UC community to observe their holidays without jeopardizing the fulfillment of their academic obligations.

Any UC student who is unable to attend classes or participate in any examination, study or work requirement on some particular day(s) because of his or her religious belief should be given the opportunity either to make up the work that was missed or to do alternative work that is intrinsically no more difficult than the original exam or assignment — provided that the makeup work does not create an unreasonable burden upon University of Cincinnati and its faculty. Upon request and timely notice, students should be provided reasonable accommodation.

For interns in Supervised Practice:

Recognized holidays include New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. Several of these holidays fall during the University’s scheduled breaks between semesters.

Per University policy, interns will not be placed in supervised practice during the official breaks between semesters.

Interns will have the opportunity to meet with their program director prior to the start of supervised practice to review the next year’s calendar and may request days off (i.e. vacation time, other) at that time. They may also request time off once rotations have begun. Those requests may require the approval of the intern’s preceptor as well as the program director, for example is an activity or experience is scheduled at the rotation site that cannot be made up on another day.

Procedure for reporting absence and tardiness:

1. Both the Director of the Coordinated Program and the preceptor at the supervised practice site must be notified of the intern’s absence and/or tardiness. The preceptor must be notified prior to the start of the shift and the CP Director must be notified that same day. The CP Director should never learn of the absence or tardiness from the preceptor.

2. All absences related to supervised practice experiences must be rescheduled at a time that is mutually acceptable and agreed upon by the site preceptor and the intern. Possible solutions may include extension of a scheduled workday(s) or working on an unscheduled day (i.e. Weekend day).

3. Absence and tardiness reflect poorly on the intern’s professionalism and work ethic and may result in disciplinary action.
POLICY: PROTECTION OF PRIVACY OF STUDENT INFORMATION

Interns participating in supervised practice are aware that their biographies, pictures, UC email address, and cell phone numbers are shared with preceptors and other interns who may be copied on the same email, UNLESS an intern specifically request that this information not be shared.

From the Office of the Registrar:

The **Family Educational Rights and Privacy Act of 1974** (34 C.F.R. Part 99 - commonly known as FERPA), is the federal law that governs the release of and access to student education records. FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review your education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

   Copies of any portion of the record will be provided at a cost currently established at ten cents ($0.10) per page, excluding the official transcript of the student's permanent academic record for which the University's transcript policy and fee will apply.

2. The right to request an amendment of the student’s education record if the student believes it is inaccurate or misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the University to amend a record should submit a written request to the University office responsible for the record, clearly identifying the part of the record the student wants changed and specifying why it should be changed. That office will notify the student of its decision. Contact the Office of the Ombudsman at 513-556-5956 should you encounter difficulty in obtaining the requested record review. If the University office decides not to amend the record as requested, the student may request a hearing before the University’s Family Educational Rights & Privacy Act Committee. To request this hearing, contact the Office of the Registrar at 513-556-9900.

3. The right to provide written consent before the University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with “legitimate educational interest.” A school official is an employee, agent or other person acting on behalf of the University, to include: a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agent, or enrollment/degree certification service facilitator); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

   Upon request, the University also may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
   
   **Family Policy Compliance Office**
   **U.S. Department of Education**
At its discretion, University of Cincinnati may provide “directory information” in accordance with FERPA provisions. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at University of Cincinnati includes the following:

**Category I:** student’s name, dates of attendance, enrollment status, degrees conferred and dates, honors and awards, college, class, and major field of study

**Category II:** student identifier (non-Social Security Number), address, e-mail address, and telephone number

Students may block the public disclosure of directory information (all or by category) by submitting a completed "Directory Information Hold-Release Authorization Form" to the One Stop Student Service Center (University Pavilion, 2nd floor) or the Office of the Registrar (University Pavilion, 5th floor).

Please consider carefully the consequences of a decision to withhold directory information. A non-disclosure block with call for University of Cincinnati not to release any or all of your “directory information”. Thus, University of Cincinnati will deny any future requests for such information submitted by non-institutional third persons or organizations. University of Cincinnati will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, the University assumes no liability as a result of honoring your instructions that such information be withheld. University of Cincinnati will honor requests for the non-disclosure of directory information until the student rescinds the request in writing (or by the form) to the UC Registrar’s Office.

**POLICY: ACCESS TO PERSONAL FILES**

Student files are confidential and, should the student wish to see his/her file, he/she should contact the Office of Student Affairs.

**POLICY: ACCESS TO STUDENT SUPPORT SERVICES**

A list of student support services including, but not limited to, health services, counseling and testing, and financial aid resources can be found in the Department of Nutritional Sciences Undergraduate/Certificate Student Handbook which is posted on Blackboard in the “My Organizations” Nutrition Science Undergraduates link.

**POLICY: STUDENT/INTERN ACCESSIBILITY TO CP POLICIES & PROCEDURES**

The CP policies and procedures are posted on the department’s website and are also available to students on Blackboard in the “My Organizations” Nutrition Science Undergraduates link. It is reviewed with interns in Supervised Practice Experience I (summer semester).

**POLICY: INSURANCE REQUIREMENTS**

All students who register for six (6) or more credit hours are automatically assessed health insurance coverage unless they previously have waived coverage during the then current academic year.

Interns enrolled in the CP have coverage under the University of Cincinnati’s Medical Professional Insurance Program for professional (patient care) liability, while engaged in clinical activities and rotations at the request or direction of the University of Cincinnati through a healthcare education program.

There is no geographical limitation and coverage would thus be available as long as the activity is within the scope of the curriculum at the University of Cincinnati.

The Office of Risk Management and Insurance is responsible for maintaining this insurance program, as well as adjusting any claims that may arise.
POLICY: LIABILITY FOR SAFETY IN TRAVEL TO OR FROM ASSIGNED AREAS

The University of Cincinnati does not cover students/interns while en route to their destination due to the fact that the University does not cover personal vehicles of students/interns. Normally, coverage (professional liability) begins upon arrival to the destination.

CP interns are required to show proof of auto liability coverage according to the statutory laws to the CP Director.

POLICY: INJURY OR ILLNESS WHILE IN A FACILITY FOR SUPERVISED PRACTICE

Procedure:

1. The intern will notify the preceptor immediately if injured or if becoming ill while at the supervised practice site.

2. If injured or ill due to an occurrence on-site, the intern
   • will complete paperwork as requested by the supervised practice site as soon as possible,
   • will seek medical attention, and
   • will notify the CP Director as soon as possible.

3. Per the university’s affiliation agreement with the supervised practice site, the site “will provide emergency care to students or faculty for any accident, injury, or illness. The intern’s or faculty member’s health insurance shall be billed for any Emergency Department service, and the balance billed to the intern or faculty member. Responsibility for follow up care remains the responsibility of the intern or faculty member.”

4. Should the intern become ill due to a non-work related reason and needs to return home, the intern will
   • notify the supervised practice preceptor
   • seek medical attention, if necessary, and
   • notify the CP Director as soon as possible.

5. The missed supervised practice time will need to be made up

CP Policy: SCHEDULING AND PROGRAM CALENDAR, INCLUDING VACATION AND HOLIDAYS.

POLICY: DRUG TESTING, CRIMINAL BACKGROUND CHECKS, AND EXAMPLES OF CRIMINAL CONVICTIONS THAT MAY PREVENT STUDENTS FROM PLACEMENT IN SUPERVISED PRACTICE SITES

Drug testing: Should a supervised practice site require drug testing, the CP Director will work in conjunction with the site’s preceptor to find out where these tests/checks are offered and at what cost to the intern.

Background checks: All CP interns report to UC’s Office of Public Safety, 3 Edwards Center, 51 West Corry Blvd on the main campus during summer SPE I to obtain their background checks. http://www.uc.edu/publicsafety/services/background-checks.html

State Background Check (Ohio Bureau of Identification) - $32.00
National Background Check (FBI) - $34.00
The total of $66 (as of May 2016) may be paid by cash, check (payable to UC Public Safety) or credit card. Interns must have their driver’s license or other state ID with picture or a passport. The UC ID does not count.

Here is the form that will need to be filled out prior to arriving at UC’s Office of Public Safety. In the section “I want my results to be:” check the box for “mailed”. In the space “Address to be sent to” write Program Director’s name – Nutritional Sciences, CAHS, ML 0394.

http://www.uc.edu/content/dam/uc/publicsafety/docs/UC_Police_Background_Check_Form2.pdf

Once your background checks are received, they will be scanned and emailed to the program director for placement in the interns’ eFolders. The original documents and an email containing the documents will be returned to the intern. Interns should not give any rotation site the original background checks. Instead they may allow the preceptor to make a copy of the original document.

Note that some sites may want to conduct their own background check on the intern and may pass the charge along to the intern.

EXAMPLES OF CRIMINAL CONVICTIONS THAT MAY PREVENT STUDENTS FROM PLACEMENT IN SUPERVISED PRACTICE SITES. These may vary from site-to-site. The examples below are from an area healthcare system and is not meant to be an exhaustive list.

- Any violent felony convictions of homicide
- Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.)
- Any offense involving unlawful sexual behavior
- Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence
- Any crime of child abuse
- Any crime related to the sale, possession, distribution or transfer of narcotics
- Any felony theft crimes
- Any misdemeanor theft crimes
- Crimes of moral turpitude (prostitution, public lewdness/exposure, etc)
- Registered Sex Offenders
- More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.

POLICY: PREVENTING THE USE OF STUDENTS TO REPLACE EMPLOYEES

To avoid any suggestion that interns are used in lieu of employees, the old terminology “staff relief” has been replaced with “staffing experience.”

The following is from the program’s standard affiliation agreement.

UNIVERSITY OF CINCINNATI
ON BEHALF OF THE COORDINATED PROGRAM IN DIETETICS
OF THE COLLEGE OF ALLIED HEALTH SCIENCES
CLINICAL AFFILIATION AGREEMENT

D. Students shall not be considered employees of the Agency for any purpose and shall have no claim against the Agency under this Agreement for wages, vacation pay, workers’ compensation, disability benefits, unemployment benefits, social security, or other employee benefits of any kind.
POLICY: COMPLAINTS FROM STUDENTS, INTERNS AND PRECEPTORS

PURPOSE: To ensure that the CP has a system in place to file and handle complaints from students, interns, and preceptors that includes recourse to an administrator other than the CP Director and prevents retaliation.

Grievance Procedures

A grievance process exists for the objective review of students’ concerns. Students are encouraged to voice concerns about problems encountered with the program. The resolution of these concerns will be consistent with the University’s established policies and procedures as contained in the Student Grievances Procedures handbook, available from the office of the Ombudsman (http://www.uc.edu/ombuds/). General guidelines are also available in the College of Allied Health Sciences Student Handbook (http://cahs.uc.edu/docs/default-source/advising-docs/cahs-student-handbook-2014-2015.pdf?sfvrsn=2).

Students are encouraged to discuss complaints and questions with their course instructor first. If the issue is not resolved satisfactorily they are advised to contact their academic advisor in the college’s Office of Student Affairs for guidance. If the issue is still in need of resolution, students should schedule an appointment and meet with the Academic Unit Head of the Department of Nutritional Sciences.

During the supervised practice, if problems arise that are impeding an intern’s progress, the first step is to discuss the situation directly with the individual(s) involved. This can be a situation in which the intern approaches the preceptor, or vice-versa. If a satisfactory resolution is not reached, the CP Director must be notified. If the CP Director, preceptor, or intern believes it is necessary, a conference to resolve the problem will be held with the previously identified individuals. A plan of action will be formulated and implemented. The plan of action may include remediation (see “POLICY: REMEDIATION IN SUPERVISED PRACTICE”).

The CP preceptors may contact the Department of Nutritional Sciences Unit Head should they feel the need to by-pass the CP Director with an issue of concern.

Procedures for complaints about the Accreditation Council for Education in Nutrition and Dietetics (ACEND) can be found in the Nutritional Sciences Undergraduate Handbook. Procedures for complaints to ACEND against accredited programs can also be found in the Handbook. ACEND requests that all other avenues of conflict resolution be pursued before ACEND staff are contacted.

POLICY: RECENCY OF COURSE WORK

1. The Accreditation Council for Education in Nutrition and Dietetics (ACEND) does not dictate rules about recency of education; rather it prefers that each program determine its own rules.

2. UC’s Coordinated Program in Dietetics will not grant equivalency for biochemistry unless it was taken within the last 7 years and for Medical Nutrition Therapy (MNT), Nutrition Assessment Methods, or Nutrition Care Planning unless the course was taken within the last 5 years.

3. This rule applies to students intending to apply to the CP, as well as to CP students and/or interns who wish to return to the CP following a personal, medical, or other approved leave of absence.

Information regarding the transfer of course credits that match to equivalent classes at UC may be found at http://www.admissions.uc.edu/transfer/transfer_autoequiv.html.
An Articulation Agreement for the transfer of courses is in place for students transferring from Cincinnati State Technical and Community College and Sinclair Community College. Course equivalency, which has previously been determined through articulation agreements with other programs, does not require additional verification assuming that the content for the course being substituted and the substituting course has not changed.

While the Commission on Accreditation for Dietetics Education does not have rules about recency of education, the UC DPD and Coordinated Program will not grant equivalency for biochemistry unless it was taken within the last 7 years and for medical nutrition therapy unless it was taken within the last 5 years.
POLICY: ASSESSMENT OF PRIOR LEARNING & CREDIT TOWARD COURSE REQUIREMENTS IN SUPERVISED PRACTICE COURSES

Assessment of Prior Learning is designed to grant varying degrees of supervised practice credit in rotations of the Coordinated Program in Dietetics on the qualified applicant’s learning, as demonstrated through paid work or volunteer experiences. The credit is not for the experience, but is given when an applicant demonstrates an increase in knowledge and learning. Experiences considered must meet competencies required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Submission of a request for prior learning credit does not guarantee that such credit will be awarded, in full or in part as requested. The Program Director has the authority to grant credit towards supervised practice hours from prior learning and/or work experience for those individuals with extensive learning and professional competency acquired outside the academic setting. The Program Director will seek a decision from the members of the Nutritional Sciences Department’s Admissions, Progression, and Dismissal Committee prior to denying an intern prior learning credit. Decisions by the Admissions, Progression, and Dismissal Committee are final.

Interns cannot apply for credit towards supervised practice hours for any of the general orientation, Supervised Practice Experience I course, case study presentation, or lunch & learn project. Only individuals who have prior experience and increased knowledge and learning in medical nutrition therapy, i.e. Dietetic Technicians, Registered, may seek prior learning credit for a portion of the clinical rotations (acute care, pediatrics, and/or long-term care), although full completion is highly recommended.

If prior learning credit is granted, interns will not be required to make up hours; the prior learning credit hours will count toward the minimum 1200 hours of supervised practice required according to ACEND program standards. However if the intern wishes to complete those hours in another area of interest, and preceptors and sites can be acquired, then the intern may do so.

The tuition and fees for the CPD will remain the same, regardless of the amount of prior learning granted.

Applicants are encouraged to discuss potential experiences with the CPD Director prior to preparing and submitting the application materials. Prior learning is only assessed AFTER interns are accepted to the program. The documented learning must be clearly and directly related to the competency statements required by ACEND for completion of the CPD.

Guidelines for awarding credit:
It is up to the intern to indicate how his/her prior learning activities are comparable to the competencies and/or experiences required for that supervised practice component. Full (in non-clinical rotations) or partial credit (in any rotation) may be given.
Narrative example

Name: Anne Smithson
Type of Experience: WIC (Community)
Dates: 5/21/2009-5/25/2010 20 hours per week
Position/Job Title: Nutritionist
Company or Facility: ABC County WIC
Reporting to work or volunteer supervisor: Jane Doe, Program Director
Supervisor’s Phone (include area code): (250) 359-2259
Supervisor’s E-mail: jdoe@wic.org

Describe work/life or professional/continuing education experiences:
From 5/21/13 to 5/25/14 I was employed as a nutritionist in the ABC County WIC office. I worked 20 hours per week for 50 weeks. As can be seen in the attached job description (1), the duties of this position included; providing education and certification to WIC clients obtaining diet histories from and providing diet counseling to participants at ABC WIC. I participated in WIC draft pick up. I observed high risk follow up appointments by RD. I conducted breastfeeding classes with assistance by RD bi-monthly, wrote articles for a community newspaper read by a diverse population quarterly; prepared hand-outs for a multi-cultural client population on eating healthy for holidays and packing healthy snacks. I participated in healthy weight collation meetings monthly.

These activities are documented by the following supporting materials:
Examples of newspaper articles written by me during this program (4); handouts for multi-cultural client on eating healthy for holidays and packing healthy snacks; work schedule for 2 week period, evaluation by supervisor with supported narrative of experiences; schedule and outline of breastfeeding classes. Healthy weight coalition meeting notes noted with my name as attended.

Written summary of experience and learning to include:
What was the most important thing learned during experience at WIC and why?
What was the most important/challenging thing learned and why?
What did you learn about yourself during this time?

Indicate the hours requested and complete the chart below by including the appropriate ACEND competencies:
I am requesting 96 hours of WIC rotation and 128 hours of community credit for these activities, by which I have met the following ACEND Learning Objectives as outlined below: (example of one competency listed, but all competencies requested must be listed)
### Example continued:

<table>
<thead>
<tr>
<th>Intern competencies/learning outcomes</th>
<th>Date, location, hours spent</th>
<th>Describe work/life or professional/continuing education experiences (Excluding college coursework used to complete degree and/or DPD verification.)</th>
<th>Describe what was learned. Describe how professional growth was achieved. “What I learned from this experience.” Or “How I grew professionally from this experience…”</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRD 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice</td>
<td>50 weeks 5/13-5/14 ABC WIC Average 6 clients per day (180 hours)</td>
<td>Completed approximately 300 client summaries, certifications</td>
<td>I learned how to certify clients for WIC referral. I was able to refer to outside agencies such as food share and food pantries. I learned out to interview clients, identify problems and set goals and monitor progress of goals.</td>
</tr>
</tbody>
</table>

### Narrative template

**Name:**

**Type of Experience:**

If you are applying for more than one type of experience, write a separate narrative and include a separate chart for each type of experience. Here is the list of experiences from which to choose and the *minimum* number of hours required in each experience. Remember you may apply for partial credit. Supervised practice experiences and minimum number of hours from SPE I (5 week summer intensive) are not listed below because interns may not request prior learning credit for that rotation.

- Acute care (minimum 384 hours)
- Pediatrics or long-term care concentration (minimum 224 hours)
- School food service management (minimum 200 hours)
- Community (minimum 120 hours)
- Specialty (minimum 120 hours)
Dates:
Position/Job Title:
Company or Facility:
Reporting to (work or volunteer supervisor):
Supervisor’s Phone (include area code):
Supervisor’s E-mail:

Describe work/life or professional/continuing education experiences:

These activities are documented by the following supporting materials:

Written summary of experience and learning to include:
What was the most important thing learned during the experience and why?
What was the most important/challenging thing learned and why?
What did you learn about yourself during this time?

Indicate the hours requested and complete the chart below by including the appropriate ACEND competencies (all competencies and experiences included in the rotation must be listed)

<table>
<thead>
<tr>
<th>Intern competencies/learning outcomes</th>
<th>Date, location, hours spent</th>
<th>Describe work/life or professional/continuing education experiences (Excluding college coursework used to complete degree and/or DPD verification.) “What I did”</th>
<th>Describe what was learned. Describe How professional growth was achieved. “What I learned from this experience.” Or “How I grew professionally from this Experience...”</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You may use the full chart below or cut and paste the CRDs into the sample chart above and add rows as needed. Then submit both the narrative and the chart to the CPD Director. Make sure the chart includes your name.
ACEND Competency Requirements for Entry-Level Dietitians (revised 2012)

Upon completion of the supervised practice component of dietitian education, each graduate’s capabilities will include the following core competencies.

<table>
<thead>
<tr>
<th>CRD 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives. (Guidance: Outcomes could include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports,</th>
<th>Date, location, hours spent</th>
<th>Describe work-life or professional/continuing education experiences (excluding college coursework used to complete degree and/or DPD verification.) “What I did”</th>
<th>Describe what was learned. Describe how professional growth was achieved. “What I learned from this experience.” or “How I grew professionally from this experience…”</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRD 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature (such as the ADA Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRD 1.3 Justify programs, products, services and care using appropriate evidence or data</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice.

Upon completion of the DI, graduates are able to:
| CRD 1.4 Evaluate emerging research for application in dietetics practice |
| CRD 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis |

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice. Upon completion of the DI, graduates are able to:

<p>| CRD 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the ADA Scope of Dietetics Practice Framework, Standards of Professional Performance and Code of Ethics for the Profession of Dietetics |
| CRD 2.2 Demonstrate professional writing skills in preparing professional communications (Guidance: Examples include research manuscripts, project proposals, education materials, policies and procedures.) |
| CRD 2.3 Design, implement and evaluate presentations to a target audience (Guidance: A quality presentation considers life experiences, cultural diversity and educational background of the target audience.) |</p>
<table>
<thead>
<tr>
<th>CRD 2.4</th>
<th>Use effective education and counseling skills to facilitate behavior change</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRD 2.5</td>
<td>Demonstrate active participation, teamwork and contributions in group settings</td>
</tr>
<tr>
<td>CRD 2.6</td>
<td>Assign patient care activities to DTRs and/or support personnel as appropriate (Guidance: In completing the task, students/interns should consider the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility.)</td>
</tr>
<tr>
<td>CRD 2.7</td>
<td>Refer clients and patients to other professionals and services when needs are beyond individual scope of practice</td>
</tr>
<tr>
<td>CRD 2.8</td>
<td>Apply leadership skills to achieve desired outcomes</td>
</tr>
<tr>
<td>CRD 2.9</td>
<td>Participate in professional and community organizations</td>
</tr>
<tr>
<td>CRD 2.10</td>
<td>Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services. (Guidance: Other health professionals include physicians, nurses, pharmacists, etc.)</td>
</tr>
</tbody>
</table>
CRD 2.11 Demonstrate professional attributes within various organizational cultures (Guidance: Professional attributes include showing initiative and proactively developing solutions, advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic.)

CRD 2.12 Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration

CRD 2.13 Demonstrate negotiation skills. (Guidance: Demonstrating negotiation skills includes showing assertiveness when needed while respecting life experiences, cultural diversity and educational background of other parties.)

<p>| 3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations. Upon completion of the DI, graduates are able to: |
| CRD 3.1 Perform the Nutrition Care Process (a through 3 below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings |
| CRD 3.1.a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered |</p>
<table>
<thead>
<tr>
<th>CRD 3.1.b</th>
<th>Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRD 3.1.c</td>
<td>Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention.</td>
</tr>
<tr>
<td>CRD 3.1.d</td>
<td>Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis</td>
</tr>
<tr>
<td>CRD 3.1.e</td>
<td>Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting.</td>
</tr>
<tr>
<td>CRD 3.2</td>
<td>Demonstrate effective communications skills in a variety of formats. (Guidance: Formats include oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing.)</td>
</tr>
<tr>
<td>CRD 3.3 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management. (Guidance: Students/interns should consider health messages and interventions that integrate the consumer’s desire for taste, convenience and economy with the need for nutrition, food safety.)</td>
<td></td>
</tr>
<tr>
<td>CRD 3.4 Deliver respectful, science-based answers to consumer questions concerning emerging trends</td>
<td></td>
</tr>
<tr>
<td>CRD 3.5 Coordinate procurement, production, distribution and service of goods and services. (Guidance: Students/interns should demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods.)</td>
<td></td>
</tr>
<tr>
<td>CRD 3.6 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals</td>
<td></td>
</tr>
</tbody>
</table>

4. **Practice Management and Use of Resources:** strategic application of principles of management and systems in the provision of services to individuals and organizations. Upon completion of the DI, graduates are able to:

<p>| CRD 4.1 Participate in management of human resources. |
| CRD 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food. |</p>
<table>
<thead>
<tr>
<th>CRD 4.3</th>
<th>Participate in public policy activities, including both legislative and regulatory initiatives.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRD 4.4</td>
<td>Conduct clinical and customer service quality management activities.</td>
</tr>
<tr>
<td>CRD 4.5</td>
<td>Use current informatics technology to develop, store, retrieve and disseminate information and data.</td>
</tr>
<tr>
<td>CRD 4.6</td>
<td>Analyze quality, financial or productivity data and develop a plan for intervention.</td>
</tr>
<tr>
<td>CRD 4.7</td>
<td>Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment.</td>
</tr>
<tr>
<td>CRD 4.8</td>
<td>Conduct feasibility studies for products, programs or services with consideration of costs and benefits.</td>
</tr>
<tr>
<td>CRD 4.9</td>
<td>Analyze financial data to assess utilization of resources.</td>
</tr>
<tr>
<td>CRD 4.10</td>
<td>Develop a plan for a product, program or service that includes a budget, staffing needs, equipment and supplies</td>
</tr>
<tr>
<td>CRD 4.11</td>
<td>Code and bill for dietetic/nutrition services to obtain reimbursement for services from public or private insurers.</td>
</tr>
</tbody>
</table>

January 2016
March 5, 2016 typo corrected
April 10, 2016 revisions and included blank template

Sources: University Wisconsin - Green Bay DI
Iowa State University DI
POLICY: FORMAL ASSESSMENT OF STUDENT LEARNING

Students are awarded grades at the end of didactic courses as an indication of their performance in the course, and they are generally the culmination of assessment done throughout the quarter. Assessment is normally in the form of written exams and assignments but may take other forms as well. Syllabi indicate the basis by which grades are derived.

Preceptors at supervised practice sites evaluate the interns in writing at pre-determined intervals for lengthy rotations (7 weeks or more) or, for shorter rotations, at the end of the rotation. Evaluations are reviewed with the interns and placed in the intern’s electronic file. At a few of the one-day observational sites, preceptors have requested that they not fill out evaluations on the interns. The preceptor and CP Director have agreed that at these few sites, a “need-to-know basis” is the rule. Should the intern exhibit non-professional or non-ethical behaviors the preceptor will advise the CP Director after speaking with the intern.

POLICY: REMEDIATION IN SUPERVISED PRACTICE

“Remediation” is an academic intervention with the goal of assisting an intern who is underperforming to meet the competencies set forth by the Academy of Nutrition and Dietetics’ accreditation body ACEND (Accreditation Council for Education in Nutrition and Dietetics).

1. Who identifies the need for remediation?
   A. Intern. An intern may request additional interactions with patients, clients, or residents if the intern feels his/her competence in a certain area is not meeting the required benchmark. This is dependent on whether a rotation site can be secured for the intern-requested remediation.
   B. Preceptor. A preceptor may indicate the need for remediation by comments on evaluation(s) or by scores on those evaluations that are below the required benchmark indicators.
   C. Program Director. A program director may decide that remediation is necessary following the review of a preceptor’s evaluation(s) of the intern. Generally this would be done if concerns were raised by the preceptor or if the intern’s evaluation scores were subpar. However, the Program Director may independently decide that remediation is necessary.

2. Regardless of who identifies the need for remediation:
   A. A learning contract (attached below) focused on the specific area(s) to be remediated will be discussed, written, signed, and dated, and each party will retain a copy of the contract,
   B. The intern may choose to remediate in lieu of part, or all (unless a one-week long-term care rotation is required) of his/her specialty rotation hours, and
   C. The intern understands that the need for remediation may alter the intern’s intended graduation date from the program.

3. Types of remediation
   A. Remediation preceding return to supervised practice following medical or personal leave
      1) Depending on the length of leave and circumstances pertaining to the leave, an intern may be required to show that he/she has maintained the foundation knowledge and skills from the Didactic Program in Dietetics (DPD) at a level of a grade of “B” or better, in keeping with the minimum overall GPA required of 3.0 for admission to the Coordinated Program and Supervised Practice.
2) The intern will be tested on DPD coursework. If the intern does not successfully score at a minimum of 80% on each module or test, the exam will help identify those areas in which he/she need to focus his/her studies. Once the intern feels prepared, he/she will have a final opportunity to test.

B. Remedia on supervised practice

1) Remediation steps may include, but are not limited to, lengthening the amount of time that an intern spends in a particular rotation (i.e. clinical), moving an intern from one affiliation site to another (for additional time in a specific rotation and dependent on whether or not an additional rotation site can be secured), assigning the intern to a different preceptor (provided that a different preceptor is available), and/or requiring the intern to redo an assignment/project or complete additional assignments/projects.

2) The need for remediation as identified by a preceptor or by the program director is limited to one occurrence during supervised practice in ONLY one of the major rotation categories of clinical (acute care, long-term care, pediatrics), food service management, and community.

4. Failure in either type of remediation will be addressed through the following process:

A. The intern and program director will discuss preferably in person (or by phone or other real-time telecommunications services (i.e. Skype, Facetime, etc.) in order to accommodate those interns who are not local) the failed remediation; the program director will suggest that the intern meet with his/her assigned advisor from the Department of Academic Affairs to discuss switching from the Coordinated Program into either the Dietetics or Food and Nutrition major depending on the intern’s current academic progress; and, the program director will document the conversation in writing and share the documentation with the intern within 3 business days;

B. Within 3 business days, the intern may submit to the program director a written response to the failed remediation;

C. The intern’s case documentation (program director’s written documentation and the intern’s rebuttal if submitted) will be referred to the Department of Nutritional Science’s Admission, Progression, and Dismissal Committee for consideration and response 4 business days after sharing the documentation with the intern; and

D. The intern will be notified in writing of the Committee’s decision within 5 business days.

E. Should the intern wish to appeal the decision of the Committee, the intern shall notify both the Program Director and the Department Head within 5 business days and provide his/her rationale for appeal.

F. The Program Director will forward the intern’s case documentation (program director’s written documentation, the intern’s rebuttal if submitted, and the written decision of the Committee) to the Department Head for review.

G. The Department Head will notify the intern and the Program Director of his/her decision in writing within 5 business days from time of receipt of appeal notice from the intern.

5. Should the intern refuse to engage in remediation as recommended by the Preceptor or Program Director, the intern can appeal the remediation decision to the Department of Nutritional Science’s Admission, Progression, and Dismissal Committee and Department Head, as indicated in the process outlined in 4 above.

A. If the decision for remediation is upheld and the intern still refuses remediation, he/she would not successfully complete the rotation, and would fail that section of supervised practice. The intern would then have the option to

a) Reenroll in and pay tuition for that section of supervised practice, and do the particular rotation over again, or

b) Meet with his/her assigned advisor from the Department of Academic Affairs to discuss switching from the Coordinated Program into either the Dietetics or Food and Nutrition major depending on the intern’s current academic progress. (Revised 2015)
Learning Contract
University of Cincinnati Coordinated Program in Dietetics

The following concerns were identified by ______________________________, Preceptor at __________________________________ on/during __________________________________.

The purpose of defining specific performance statements is to clarify the expectations of my performance during the remainder of my clinical experiences. I understand that I must incorporate these suggestions into my daily activities in the remainder of my CP rotations.

Failure to successfully meet these objectives will result in
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

<table>
<thead>
<tr>
<th>Intern’s Action(s) or Behavior(s)</th>
<th>Goal(s) or Expected Outcome(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I understand that emphasis on these objectives should be in no way construed to mean that the remainder of the goals and objectives for this rotation, or upcoming rotations, are less important, or that successful completion of the remaining objectives for this rotation, or upcoming rotations, is not required for successful completion of Supervised Practice Experience I, II, and III.

Student Signature / Date ____________________ Preceptor or CP Director Signature / Date ________________
POLICY: DISCIPLINARY ACTION IN SUPERVISED PRACTICE INCLUDING DISMISSAL FROM THE PROGRAM

1. Reasons for an intern’s disciplinary action and possible dismissal from the program include, but are not limited to:
   A. Failure to meet defined standards of ethics, practice and professional performance;
   B. Violation of the University’s Student Code of Conduct (SCOC);
   - Disciplinary action for, and a description of both academic and nonacademic misconduct, is described in the SCOC [http://www.uc.edu/righttoknow/resources/code_of_conduct.html](http://www.uc.edu/righttoknow/resources/code_of_conduct.html)
   C. Inadequate progress in meeting CP competencies and/or student learning outcomes;
   D. Inability to meet the essential program-related functions (below);
   E. Failure to comply with policies and procedures of the program and/or those of the rotation (affiliation) sites;
   F. Failure to complete or submit required assignments and projects;
   G. Being asked to leave a rotation site and not return due to the intern’s misconduct; and
   H. After completing remediation *that was not self-requested*, being identified by a preceptor or the program director as needing *additional* remediation in one of the major rotation categories of clinical (acute care, long-term care, pediatrics), food service management, and community. *Note that the need for remediation as determined by a preceptor or the program director is limited to one occurrence in total; not once per rotation category.*

   1) Should the intern refuse to engage in remediation as recommended by the Preceptor or Program Director, the intern can appeal the remediation decision to the Department of Nutritional Science’s Admission, Progression, and Dismissal Committee and Department Head, as indicated in the process outlined in 2 below.
   2) If the decision for remediation is upheld and the intern still refuses remediation, he/she would not successfully complete the rotation, and would fail that section of supervised practice. The intern would then have the option to
      c) Reenroll in and pay tuition for that section of supervised practice, and do the particular rotation over again, or
      d) Meet with his/her assigned advisor from the Department of Academic Affairs to discuss switching from the Coordinated Program into either the Dietetics or Food and Nutrition major depending on the intern’s current academic progress.

2. Procedure to determine disciplinary action:
   A. Violations of the SCOC will be adjudicated through the process outlined in the SCOC;
   B. All other disciplinary matters will be addressed through the following process:
      1) The intern and program director will discuss preferably in person (or by phone or other real-time telecommunications services (i.e. Skype, Facetime, etc.) in order to accommodate those interns who are not local) the occurrence; the program director will document the conversation in writing and share the documentation with the intern within 3 business days;
      2) Within 3 business days, the intern may submit to the program director a written response to the occurrence;
      3) The intern’s case documentation (program director’s written documentation and the intern’s rebuttal if submitted) will be referred to the Department of Nutritional Science’s Admission, Progression, and Dismissal Committee for consideration and response 4 business days after sharing the documentation with the intern; and
      4) The intern will be notified in writing of the Committee’s decision within 5 business days.
      5) Should the intern wish to appeal the decision of the Committee, the intern shall notify both the Program Director and the Department Head within 5 business days and provide his/her rationale for appeal.
      6) The Program Director will forward the intern’s case documentation (program director’s written documentation, the intern’s rebuttal if submitted, and the written decision of the Committee) to the Department Head for review.
7) The Department Head will notify the intern and the Program Director of his/her decision in writing within 5 business days from time of receipt of appeal notice from the intern.

3. The disciplinary action taken may place the intern outside of the benchmark window (150% of the time planned from normal start to finish of the program) by extending the supervised practice past the anticipated date of graduation.

Revised 2015
Coordinated Program in Dietetics Essential Program-Related Functions

This document is modified with permission from PT Policy 022: Physical Therapy Essential Program-Related Functions, pg 35, in the 2012-2013 Student Handbook for the Doctor of Physical Therapy Program in the College of Allied Health Sciences at the University of Cincinnati.

Coordinated Program in Dietetics (CP) students and interns must demonstrate the ability to safely, reliably, and efficiently perform at least the functions listed below, in compliance with legal and ethical standards during their didactic education and supervised practice.

1. Perform duties within the Scope of Dietetics Practice while observing the Code of Ethics for the Profession of Dietetics.
2. Successfully complete the Core Knowledge & Competencies for the RD, which follow this list of essential program-related functions. (Successful completion is indicated by a score of 3 or 4, or 75% or higher, on an evaluation tool that scores from 0-4, or on a comparable evaluation tool indicative of a score of 75% or greater.)
3. Tolerate attending class for approximately 20 hours per week, attending supervised practice for approximately 40 hours per week (plus time outside of the rotation site for homework and projects), and have the ability to sit and/or stand or walk for several hours at a time.
4. Have the intellectual skills to recall and comprehend large amounts of didactic information under time constraints and apply this information to the practice of dietetics and food service management.
5. Utilize appropriate verbal, nonverbal, and written communication with patients, residents, clients, families, preceptors, health care professionals outside of our discipline, and others.
6. Perform the Nutrition Care Process, or NCP, (as described in the Core Knowledge & Competencies for the RD – CRD 3.1: a-e) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
   • CRD 3.1.a: Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered
   • CRD 3.1.b.: Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements
   • CRD 3.1.c: Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention
   • CRD 3.1.d: Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis
   • CRD 3.1.e: Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting
7. Perform the NCP, complete research projects, and prepare patient case studies using Evidence-based Nutrition Practice Guidelines.
8. Recognize the ethnic, cultural, religious, and socioeconomic needs of the patient and family when implementing the plan of care and during the evaluation and monitoring components of the NCP.
9. Communicate pertinent information to other health care professionals as appropriate and monitor implementation of the plan of care.
10. Counsel in a manner that is appropriate for the individual’s disease state(s) and his/her desired goals.
11. Record pertinent nutrition information in the medical record according to established guidelines.
12. Possess the ability to manage a full patient load by the end of the supervised practice rotations.
13. Apply teaching/learning theories and methods in health care and community environments with the goal of health care promotion and prevention.
14. Demonstrate management skills, including planning, organizing, supervising, and delegating.
15. Work as a member of a multidisciplinary team.
17. Develop responsibility for lifelong professional growth and development beginning with active participation in the local dietetics organization.

18. Represent and promote the University of Cincinnati in a professional, positive manner.

19. The above require that students/interns have no restrictions in the following: climbing, stooping, kneeling, reaching, standing, walking, pushing (carts), lifting (20 pounds or less), carrying (20 pounds or less), fingering (writing, typing), feeling (particularly with fingertips, i.e. for skin turgor), talking, hearing, and seeing. In addition, students are required to pass a physical exam annually, the first being before the start of supervised practice, are required to show proof of current vaccinations, and are required to be vaccinated against influenza at the appropriate time of the year.

Certain disabilities can interfere with a student's ability to complete the program of study and acquire the essential functions necessary for the practice of dietetics. A student who feels he/she has such a disability is required to register with the Disability Services Office at http://www.uc.edu/aess/disability.html (513-556-6823). Reasonable accommodations can be made to compensate for some, but not all, limitations. Students should be aware that those that interfere with patient care, safety, or require the use of an intermediary may be incompatible with independent professional practice.¹ A student who is unable to fulfill the essential functions may be dismissed from the program.

¹ Essential Functions, Physical Therapy Program, Arnold School of Public Health, University of South Carolina
POLICY: GRADUATION AND/OR CP COMPLETION REQUIREMENTS

In order to earn a degree in dietetics and receive a verification statement from the University of Cincinnati that signifies completion of the Coordinated Program in Dietetics, a student/intern must:

- Submit, with his/her CP application, a list of courses remaining in order to complete the CP and the year and semester in which those courses are scheduled to be taken
- Complete all didactic course requirements (earn a C- or above in all Nutritional Sciences Department courses; Exceptions: B- or better in Nutrition Care Planning, Medical Nutrition Therapy I, and Medical Nutrition Therapy II)
- Complete all general education and elective requirements pertaining to the major
- Maintain a 3.0 overall cumulative GPA
- Successfully pass all three sections of supervised practice
- Complete a capstone project (determined by the Department of Nutritional Sciences faculty)
- Not have outstanding financial or other program obligations.

In order to receive a verification statement from the University of Cincinnati that signifies completion of the Coordinated Program in Dietetics, and indication on the transcript of completion of the Certificate Program, an intern in the Supervised Practice in Dietetics Certificate Program must:

- Successfully pass all three sections of supervised practice
- Not have outstanding financial or other program obligations.

Based on the ACEND benchmark for program completion (within 150% of the time planned for completion) this would equal a period of three (3) years once a student is accepted into the two (2) year CP, and 18 months for the Certificate of Supervised Practice intern. The certificate program is approximately ten (10) months in length, although it begins in May and ends the following April.

Situations do occur and the CP has a policy on leave of absence. A leave of absence may push the student/intern outside of the benchmark window.

POLICY: LEAVES OF ABSENCE

Procedure:

1. A student/intern must request a leave of absence (illness, pregnancy, medical, etc.) in writing that includes the length of the leave and submit the request to the CP Director.

2. The CP Director will follow all university rules regarding leave of absence when considering the request. The CP Director will consult the University’s Human Resources Department and the College’s Director of Student Affairs for guidance.

3. The CP Director will inform the student/intern of the outcome of the request.

Students who find it necessary to temporarily withdraw from the program or any course(s) in the program must request a leave of absence if they intend to return to the program. The request must be submitted to the program director in writing, within one week of the withdrawal and cannot exceed one calendar year. Program faculty will review the request and have the discretion, but are not required, to grant such leaves. In addition, the faculty may recommend that the student complete specified activities while on leave that will allow the student to be better prepared to resume full time studies upon their return. This may include, but is not limited to, additional coursework, tutoring, meeting with faculty, etc. Prior to their return, the student’s academic record will be reviewed and, if courses which have already been
completed are considered out of date, or if new requirements/competencies have been added to such courses, the faculty may stipulate that certain courses be taken or retaken to meet requirements.

A student, who is in good academic standing and requests a leave of absence, can be reinstated at the same course level if the leave is approved by the faculty and the student is reinstated within one year. Students who request a leave of absence because they are academically ineligible to continue in the program due to a grade of “C” in one or two courses in a semester, will be required to repeat the course(s) the next time the course is offered.

Before returning to the Program, the student must complete all additional requirements. Proof of compliance with these additional requirements must be submitted prior to resuming courses. The student must notify the CP Program Director in writing of his/her continued intention to return to the program by March 1 of the academic year prior to the year in which the student is scheduled to return. In addition, the student is required to pay all fees required of incoming students by the stated deadline. A student who withdraws from any required CP course without requesting and/or receiving a leave of absence from the program will be dismissed from the program.

Students with financial aid or student loans should confer with the Office of Financial Aid (556-6982, www.financialaid.uc.edu) prior to requesting a leave of absence to ascertain the consequences of such action on their loan status.

**POLICY: VERIFICATION STATEMENT PROCEDURES**

In the two (2) weeks preceding University commencement and graduation from the CP, the CP Director meets with the interns to complete the student exit packets.

Once an intern has successfully completed the requirements in Policy: Graduation and/or CP Completion Requirements, the CP Director will prepare the Verification Statement that confirms completion of the program and proves that he/she is eligible to write The National Registration Exam for Registered Dietitians.

During the week(s) following the University’s commencement, the CP Director completes the Verification statements and the class submission information for the Commission on Dietetic Registration (CDR). Graduates are responsible for requesting that an official transcript be sent to the program director to enable her to complete the class submission requirements.

The CP Director mails 5 signed copies of the verification statement to each CP Graduate.

**POLICY: PROFESSIONAL AND ETHICAL BEHAVIOR**

Students will follow the Code of Ethics for the Dietetic Practitioner, the Scope of Practice, the Standards of Practice (SOP) and the Standards of Professional Performance (SOPP), which can be accessed from www.eatrightpro.org. These will be reviewed during Supervised Practice Experience I.

Interns will be evaluated on the following professional and ethical attributes and behaviors during rotations:

- Honesty
- Integrity
- Fairness
- Communication skills, including “People First” language
• Negotiation skills when differences with clients/patients are present
• Skillful negotiation of family differences with patient/client
• Respectful, ethical, compassionate, sensitive care to a diverse patient/client population
• Advocacy for patients in the healthcare system
• Referral to appropriate interdisciplinary team members

Gum chewing and smoking are permissible only on defined breaks and in designated areas if applicable. The facility’s policy on cell phone use (including texting) should be discussed with the preceptor at the start of each rotation.

Computers at the rotation site are to be used for work purposes only. Personal work must be done on your own computer and on your own time.

Students/interns enrolled in the UC Coordinated Program must also adhere to the University of Cincinnati Student Code of Conduct.

POLICY: DRESS CODE

PURPOSE: To define the attire that is appropriate to wear at supervised practice sites and at professional meetings. To remind students that they want to be remembered by what they had to say and contribute, not by how they dress!

Procedure:

1. All interns are required to be properly attired in accordance with site dress code standards while on duty, and in professional attire when attending professional meetings. Students are expected to present a clean, neat, well-groomed, well-pressed appearance at all times. Attire must be appropriate for the supervised practice site and consistent with safety and sanitation standards.

2. Attire in off-campus sites for interns is usually business casual. The CP Director will review dress code policy in SPE I. Some sites will have a very specific dress code policy.

3. Casual attire (jeans, sweat shirts/pants, shorts, capris, sundresses, flip flops, high top sneakers, clogs, etc.) is not permitted. There shall be no separation between upper and lower garments when reaching or bending. There shall be no muffin tops. If a garment is one that would normally be worn to a nightclub or bar, it is probably inappropriate to wear to the rotation or class. If a student even remotely wonders if his/her outfit is appropriate, it likely is not!

4. Shoes should be sturdy and slip resistant. Shoes should be appropriate for the site. For example, low-heeled or flat dress sandals may be appropriate in the clinical setting but would be inappropriate when working in food service. In a kitchen, clean leather gym shoes may be appropriate to wear while any type of shoe that is open in the front and/or heel would be inappropriate.

5. A white lab coat will be required at some affiliations. Students are expected to purchase the lab coat and to make sure that it is clean and wrinkle-free each day. Length of coat and coat sleeves is at the discretion of the intern.

6. Some supervised practice experiences will require use of an impervious lab coat or protective gloves or goggles; these must be worn when required and will be provided by the affiliation site.
7. Hair nets or barrier caps are required at food service sites. If not provided by the practicum site, interns will be expected to provide their own.

8. Affiliations may have rules regarding ornamental jewelry. Coordinated Program interns may not wear facial jewelry or tongue jewelry. For safety reasons, while working in food service areas, interns may not wear necklaces, bracelets or earrings that dangle.

9. Fingernails must be kept clean, at a moderate length and neatly manicured. No artificial or acrylic nails or nail polish may be worn while working in food service areas.

10. Hair must be neat, clean and well groomed. Long hair should be worn away from the face and must be pulled back in food service rotations. Men should be clean-shaven (daily); if permitted by the practicum site, beards and/or mustaches should be neatly trimmed.

13. Makeup and fragrance, if used, should be applied in moderation.

14. An ID badge must be worn at all times unless otherwise specified.

15. Tattoos shall be covered.

16. Sites may require that facial and tongue piercings must be covered or removed. It is best to check with the preceptor prior to the start of the rotation regarding the site’s policy on piercings as well as earrings (whether there are number or size restrictions).

17. If an intern’s attire is unacceptable, he or she may be dismissed for the day and will need to make up his or her practice at a later time that is acceptable to the supervising preceptor.

POLICY: INCLEMENT WEATHER

CAHS Weather Related Protocol
When inclement weather threatens the safety of the University of Cincinnati community, the Senior Vice President for Administration and Finance may invoke University Rule 3361: 10-55-01 and declare an emergency closing.

The College of Allied Health Sciences will observe emergency closing protocol for all on-campus classes. During a university emergency weather closing, all college offices will be closed. CAHS CETIS will be available online 8:30 am – 5:00 pm to monitor the CETIS Help Desk email account as well as the online ticketing system. If you need assistance from CETIS during the closure, please send an email to cetishelp@uc.edu.

Students should clarify with their course instructors how the closure will affect assignments and deadlines, and whether class information from the missed session(s) will be posted on Blackboard, and/or if the class will meet virtually during the closure. For Supervised Practice Preparation, please refer to Blackboard for additional information.

1. As weather patterns and road conditions vary, each intern must use his own discretion when determining his own safety driving to his site.

2. It is recommended that, if inclement weather is in the forecast, the intern discusses this possibility with the preceptor before the weather occurs.
a) Some preceptors will indicate that the intern is considered “non-essential personnel” and may assign projects that the intern can complete off-site, or indicate that the intern can make up the hours by reporting on the weekend or extending his hours during the weekday schedule.

b) Other preceptors will remind the intern that the facility is open 24/7 and that he is expected to report. An intern in this situation may decide to request a personal day based on his decision in #1 above.

c) Should the rotation site be closed due to inclement weather, interns have the option of taking the day off as a personal day, making the time up at the preceptor’s discretion, or contacting the program director for direction. Again, some proactive action before the inclement weather should alleviate this issue.

3. **Both the Director of the Coordinated Program and the preceptor** at the rotation site must be notified of the intern’s absence and/or tardiness. The preceptor must be notified prior to the start of the shift if possible (please don’t text and drive!) and the CP Director must be notified that same day.
Verification of University of Cincinnati Coordinated Program in Dietetics Policy and Procedure Review

I, (printed name) ______________________________________, verify that I have reviewed the Policies and Procedures with regard to expectations of interns participating in the University of Cincinnati Coordinated Program in Dietetics (including those enrolled in the Certificate of Supervised Practice in Dietetics). This includes, but is not limited to, adherence to policies and procedures related to the Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics (including patient confidentiality/HIPAA), preparation for rotations, and communication.

I have read and understand the policies and procedures with the program and agree to abide by them during my Supervised Practice.

Intern signature: ______________________________________

Date: ______________________________________

Updated 6/02/2016