

**Margaret Ritchie**  
**School of Family and Consumer Sciences**

**Coordinated Program in Dietetics**  
**STUDENT HANDBOOK**



**University of Idaho**

<b>Contents</b>	<b>Page</b>
Welcome	4
History of the Program	4
Program Description	4
Missions	5
University Mission	5
Program Mission	5
Program Philosophy, Purpose, Goals, and Outcomes	5
Program Philosophy	5
Purposes of the CPD	6
Program Goals	6
Program Objectives	6
University Student Learning Outcomes	7
General Information	7
Admission to the CPD	8
Credit for Prior Learning	8
Completion of Prerequisites	8
Pre-program Experience	8
Demonstrated Work Experience and Certifications	8
Program Alternates	8
Admittance of graduates from other dietetics programs	9
Curriculum in the CPD	9
Supervised Practice	9
Program Schedule	10
Student Responsibilities	11
Mutual Responsibility	11
Required Documentation by Student	11
Student Agreement for Participation	11
Immunization Record	11
SERVSAFE® Certification and Food Handler’s Permit	11
Criminal Background Check	11
Drug Testing	11
Insurance	12
Registration and Financial Obligations	12
Registration	12
Student Expenses and Services	12
Withdrawal and Refund of Tuition and Fees	13
Financial Aid	13
Housing	13
Transportation	13
Professional Behavior Guidelines	14
Lifestyle, Dress and Conduct	14
Guidelines for Clinical, Community and Foodservice Management Facilities	14
Ethical Behavior in the Profession of Nutrition and Dietetics	15
Policies	16
Student Rights	17
Nondiscrimination Policy	17
Minimum Wage Ruling	17
Protection of Private Information	17
Grievance	17

Formal Assessment of Student Learning	18
Remedial Instruction	18
Support Services	18
Academic Policies	19
Student Accountability	19
Attendance	19
Illness or Injury	19
Classroom Courtesy	19
Course Assignments	20
Late Assignments	20
Missed Exams and Quizzes	20
Student Travel	20
Holidays and Vacation	20
Leaves of Absence	20
Outside Employment	21
Advancement Policy	21
Student Performance Monitoring	21
Criteria	21
Discipline Policy	22
Suspension/ Probation Status	22
Unprofessional or Unethical Behavior	22
Academic Performance	22
Termination or Resignation	23
Student Retention	23
Timeframe for Completion	23
Professional Policies	23
Membership in the Academy and Attendance to Professional Meetings	23
Graduation and Post-Graduate Policies	24
Graduation	24
Job and Career Placement	24
Appendices	25
Appendix A: ACEND Core Knowledge and Competencies for the RDN	26
Appendix B: Student Information for Faculty and Preceptors	29
Appendix C: Student Agreement for Participation in CPD	30
Appendix D: Code of Ethics for the Nutrition and Dietetics Profession	31
Appendix E: Incident Report	33
Appendix F: Notification of Suspension/ Probationary Status	34

## WELCOME

Welcome to the University of Idaho Coordinated Program in Dietetics (CPD)! You are among a select few who will become part of one of the most dynamic professions. In this student handbook, you will find a wide range of topics written to inform you of the program history, mission, goals, and policies of which will guide your professional development. CPD faculty members welcome you to the professional phase of the CPD with great expectations for your success and achievements.

### History of the Program

The Consortium Coordinated Program in Dietetics sponsored by Eastern Washington University (EWU) and University of Idaho (UI) admitted its first junior class in Fall of 1976 and received accreditation from The American Dietetic Association (ADA) in 1981. Both universities admitted eight students from their respective schools. The consortium was reaccredited in 1986, with another ADA site visit scheduled for April, 1991. Due to budget decreases, EWU withdrew its support for the consortium program in January, 1991. At that time, Dean Larry Branen of the College of Agriculture and Director Peggy Pletcher of the Margaret Ritchie School of Home Economics offered their support for the continuation of the Coordinated Program in Dietetics (CPD) at UI. (The school changed its name to Family and Consumer Sciences in 1993.) Documentation for developmental accreditation was submitted and approved for the UI CPD in 1991. The program received official accreditation in 1995. The University of Idaho Coordinated Program in Dietetics is currently granted continuing accreditation by:

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

Tel: (800) 877-1600, ext. 5400

Fax: (312) 899-4817

E-Mail: [ACEND@eatright.org](mailto:ACEND@eatright.org) URL: [www.eatright.org/ACEND](http://www.eatright.org/ACEND)

### Program Description

The CPD is based in Moscow, Idaho at the UI. The University is a publicly supported, comprehensive land-grant institution with principal responsibility in Idaho for performing research and granting the Doctor of Philosophy degree. The University is a member of the National Association of State Universities and Land-Grant Colleges and is accredited by the Northwest Commission on Colleges and Universities. About 12,000 students from all states and more than 90 foreign countries choose programs from a vast array of disciplines. There are more than 900 faculty members in teaching and research, and more than 2,000 staff and professional personnel. Moscow, the University's "hometown," is a thriving community of about 24,000 friendly people located in the northern part of the state about 90 miles southeast of Spokane, Washington.

Students are admitted to the professional phase of the program for their junior year after completing 64 credits of prerequisite courses. Preliminary courses include classes from the university general education core, courses in family and consumer sciences, and those needed to meet Accreditation Council for Education in Nutrition and Dietetics (ACEND) curricular components and core knowledge requirements. Following application and interview, the successful candidate enrolls in the professional classes and supervised practice based on ACEND core knowledge and competencies for the RDN (Appendix A). Classes and supervised practice is completed in Moscow for Fall and Spring semesters

of their junior year. A student adequately completing coursework and supervised practice of the junior year is scheduled for the next academic year at University of Idaho Moscow, University of Idaho Coeur d'Alene or University of Idaho Boise and supervised practice facility locations.

During the senior year, students rotate through community, clinical, and management facilities for their supervised practice in Moscow/Pullman/Lewiston/Clarkston, Spokane/Coeur d'Alene/Post Falls or Boise/Meridian/Nampa. Depending on goals, abilities, and location of his or her home, the culminating experience for the student is located in a variety of health care facilities and school districts in either Washington or Idaho.

## **MISSIONS**

### University Mission

The University of Idaho shapes the future through innovative thinking, community engagement and transformative education.

The University of Idaho is the state's land grant research university. From this distinctive origin and identity comes our commitment to enhance the scientific, economic, social, legal and cultural assets of our state and to develop solutions for complex problems facing our society. We deliver focused excellence in teaching, research, outreach and engagement in a collaborative environment at our residential main campus in Moscow, regional centers, and extension offices and research facilities across Idaho. Consistent with the land-grant ideal, our outreach activities serve the state as well as strengthen our reaching, scholarly and creative capacities statewide.

Our educational offering seek to transform the lives of our students through engaged learning and self-reflection. Our teaching and learning includes undergraduate, graduate, professional and continuing education offered through face-to-face instruction, technology-enabled delivery and hands-on experience. Our educational programs continually strive for excellence and are enriched by the knowledge, collaboration, diversity and creativity of our faculty, students and staff.

### Program Mission

Through focused excellence in teaching and supervised practice, the University of Idaho Coordinated Program in Dietetics (CPD) comprehensively prepares entry level Registered Dietitian Nutritionists (RDN).

## **PROGRAM PHILOSOPHY, PURPOSE, GOALS and OUTCOMES**

### Program Philosophy

The philosophy of the University of Idaho Coordinated Program in Dietetics is to prepare decisive, knowledgeable, and highly skilled food and nutrition professionals capable of meeting the social, political, and technological challenges of society. Successful graduates will be effective communicators with various populations: patients, clients, consumers, employers, and professionals. They will be critical thinkers and knowledge seekers, networking with others in the task of life-long learning. Exposure to a variety of experiences in clinical, community, and foodservice facilities will provide students with opportunities to become creative and innovative leaders in the dietetic profession.

## Purposes of the CPD

The purposes of the CPD are to:

1. prepare graduates to be entry level registered dietitian nutritionists in a variety of settings and professional roles,
2. provide a foundation for graduate education,
3. stimulate a desire for professional growth and life-long learning,
4. contribute to the well-being of the local population through service in educational, advocacy and leadership activities, and
5. prepare registered dietitian nutritionists who are sensitive to human, social and economic diversity in a dynamic global environment.

## Program Goals

Program goals are derived from the program mission, philosophy and purpose.

Goal 1 - Teaching and Learning:

Graduates will be successful in a rapidly changing world.

Goal 2 - Community, Culture and Climate:

Graduates will be purposeful, proactive, ethical, and vibrant practitioners.

Goal 3 - Outreach and Engagement:

Graduates will meet society's critical needs by engaging in mutually beneficial partnerships

## Program Objectives

Program objectives provide direction to professors in developing the curriculum. Objectives also represent the action plan and basis for program evaluation for both students and professors. The UI CPD curriculum has been designed so that:

1. At least 80% of program students complete program/ degree requirements within 3 years.
2. 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion
3. 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 dietitian nutritionists is at least 80%.
4. Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
5. Within one year of graduation, 5% of graduates will be pursuing advanced education.
6. 80% of employers will be "satisfied" when asked about employer satisfaction with graduate's preparation for entry-level practice.
7. 80% of program graduates will report feeling purposeful "usually", "always", or "sometimes" when asked to consider their position.
8. Within one year of graduation, 80% of graduates will be members of a nutrition or dietetics related professional organization.

Program objectives are measured for their effectiveness by:

1. analysis of registration examination scores
2. analysis of graduate surveys
3. analysis of employer surveys

Program outcomes data are available upon request.

### University Student Learning Outcomes

Associated with our program goals are the University student learning outcomes which become desired attributes of an educated person and guide coherent, integrated and intentional educational experiences.

1. Learn and integrate. Through independent learning and collaborative study, attain, use and develop knowledge in the arts, humanities, sciences and social sciences, with disciplinary specialization and the ability to integrate information across disciplines.
2. Think and create. Use multiple thinking strategies to examine real world issues, explore creative avenues of expression, solve problems and make consequential decisions.
3. Communicate. Acquire, articulate, create and convey intended meaning using verbal and non-verbal methods of communication that demonstrate respect and understanding in a complex society.
4. Clarify purpose and perspective. Explore one's life purpose and meaning through transformational experiences that foster an understanding of self-relationships and diverse global perspectives.
5. Practice citizenship. Apply principles of ethical leadership, collaborative engagement, socially responsible behavior, respect for diversity in an interdependent world and service-oriented commitment to advance and sustain local and global communities.

## **GENERAL INFORMATION**

The dietetics major combines clinical nutrition, community nutrition, and foodservice management into a profession long valued for its service to people. Students typically apply to the CPD during Spring semester of the sophomore year. Coursework in the junior year is completed at the Moscow campus. During the senior year, students take classes at University of Idaho Moscow, University of Idaho Coeur d'Alene or University of Idaho Boise while participating in clinical, community, and management experiences. During the two-year professional phase, students complete over 1200 hours of supervised practice experience in a variety of settings. Following graduation, students are eligible to take the Commission on Dietetic Registration (CDR) credentialing exam to become a Registered Dietitian Nutritionist. After becoming registered, state licensure or certification, if applicable, can be obtained. The graduate is then eligible to work as an entry-level Registered Dietitian Nutritionist.

The University of Idaho Coordinated Program in Dietetics has a community nutrition concentration. Students will receive community nutrition supervised practice hours in a variety of practice settings including community education centers, public health programs, food distribution centers, schools, grocery stores and outpatient programs. The following competencies/learning outcomes are met through this concentration:

1. Utilize research methods to determine behavior change in community nutrition education programs.
2. Teach nutrition through food to a variety of populations in community nutrition settings.

### Admission to the CPD

Before being admitted to the CPD, one must first be admitted to the University of Idaho. For information on admission requirements to the University of Idaho see

<https://www.uidaho.edu/admissions/apply>

Admission into the CPD requires a minimum cumulative GPA of 2.8. One must submit a CPD application, three references, and official transcripts by January 31 to the CPD Director. Successful applicants will be interviewed by CPD faculty. Information about applying to the CPD Program, the application, and reference forms can be found at: <https://www.uidaho.edu/cals/family-and-consumer-sciences/majors-and-degrees/cpd-accreditation>

Please read directions thoroughly before completing the application. Contact your academic adviser, the professional academic advisor in Family and Consumer Sciences at the University of Idaho or the CPD Program Director if you have questions.

### *Credit for Prior Learning*

To award credit for course work completed at other institutions (not otherwise identified on the UI Transfer Guide), students need to provide the following information: name and level of course, prerequisite courses, course syllabus, and name of course text, if applicable. Faculty will compare the course to required UI course and decide whether or not to accept the request to credit the course. Credit for prior learning is not granted for supervised practice hours unless supervised practice hours were completed at another ACEND accredited program.

### *Completion of Prerequisites*

Required prerequisite courses need to be completed before beginning the CPD in the fall, but they do not need to be completed before applying to the CPD. Application takes place in the spring semester. Therefore prerequisites may still be completed in the spring or summer before beginning the CPD.

### *Pre-Program Experience*

Approximately 10 hours of volunteer or employed time under the direction of a registered dietitian nutritionist in a foodservice facility, clinical and/or community setting are highly recommended for admittance to the UI CPD. This experience provides insight into the field of dietetics and opportunity for the student to assess the appropriateness of this career for him or her.

### *Demonstrated Work Experience and Certifications*

Work experience in foods, nutrition or medical occupations is desirable. In addition, any certifications in foods, nutrition or medical occupations (such as a food handler's permit, SERVSAFE® certification or CNA) is also helpful.

### *Program Alternates*

If a high number of qualified applicants apply to the program, program alternates may be selected. Program alternates are considered part of the class and complete all CPD courses, supervised practice experiences, and activities during the junior year. Alternates are required to meet all CPD policies and requirements as outlined in the student handbook. If program policies are not met, CPD alternates will be dismissed from their position as an alternate.

In the event that another student is unable to complete the program, an alternate is invited to fill that placement. Alternates will be selected to fill positions based upon ranking during the application process. Notification of ranking (first alternate, second alternate, etc.) will be provided to applicants when offered an appointment as an alternate. If a position does not become vacant during the junior year, CPD faculty will work with alternates to identify available options. Accepting an appointment as an alternate does not guarantee a position in the CPD during the senior year.

### *Admittance of graduates from other dietetics programs*

Graduates from other dietetics programs, who are interested in applying to the CPD, will be treated on a case by case basis. Late applications or graduates requesting to start the CPD senior year will only be accepted if space is available. Late applications are defined as those submitted between April and August.

If requesting admittance to the CPD senior year, graduates will need to meet all academic requirements (courses) and ACEND competencies (supervised practice) provided in the CPD junior year.

CPD faculty members will review the graduate's transcript and resume. If qualifications of the graduate are deemed acceptable, the individual will be invited to complete the CP application process in the late period of April to August or if appropriate during the annual process in March.

### Curriculum in the CPD

1. FCS courses in the two-year professional dietetic curriculum are designed to be taken in sequence, since learning objectives and concepts build upon preceding coursework. Exceptions to the specific curriculum sequence can be made with several FCS courses: Quantity Food Production (FCS 482), Food Systems Management (FCS 387), Global Nutrition (FCS 411), Nutrition in the Life Cycle (FCS 486), Nutrition Education in the Life Cycle (FCS 492) and FCS electives. If any of these courses is taken prior to program admittance, it need not be repeated during the professional phase of the program unless the student does not earn a grade of B (80%) or higher.
2. In the senior year, some courses may be delivered using distance instruction and/or online testing such as FCS 363: Medical Nutrition Therapy, FCS 463: Helping Skills in Dietetics, and FCS 473: Community Nutrition. In this case, instructors employ strategies to verify the identity of a student such as using Bblearn (which allows only students registered in a course to log in with a unique user name and password) and/or exam proctors.
3. Students are required to take all FCS program courses as scheduled within the two-year professional curriculum.

### *Supervised Practice*

1. Program faculty members, in conjunction with facility preceptors, decide the placement of students in supervised practice sites during Spring semester of the junior year and/or Fall semester of the senior year. **Students do not arrange their own clinical/community/foodservice management rotations for supervised practice.**
2. Students provide a resume and information about themselves to faculty. This information may be presented to preceptors for community, clinical and foodservice supervised practice experiences. This includes information on the student's perceived strengths and weaknesses, work experiences prior to and during the program, major projects and/or reports completed, diet instructions given, small group or in-service presentations or other pertinent information (Appendix B – Student Information for Faculty and Preceptors).
3. A number of policies apply to supervised practice:
  - a. The academic calendar is not followed for winter and spring breaks during the senior year.

- b. During the spring semester of the senior year, each student will complete a minimum rotation of eight weeks, 40 hours per week, in each major emphasis area of clinical and management. The work hours and schedule are to be determined by the preceptor and instructor.
- c. The assigned schedule may vary each week, but students will be prepared to work the assigned shift, early or late, and the assigned days, including weekends.
- d. As a professional, no time clock is punched. Students remain on the job for time required to complete assigned responsibilities for the day.
- e. Students doing supervised practice must not be used to replace employees.
- f. Students will not be allowed to alter hours to meet vacation needs. Any changes in the originally approved schedule must be approved in advance from the instructor and preceptor.
- g. Students will complete a supervised practice hour documentation sheet for all supervised practice activities (professional work setting, simulation, case studies, or roll playing) throughout the course and submit the form to the instructor at the end of the semester.
- h. The final grade for each senior supervised experience in clinical and management is mutually determined by consultation of university faculty and facility preceptor(s).

### *Program Schedule*

The program is completed in two academic years which includes four semesters. No course work or supervised practice is scheduled during the summer. The fall, winter and spring breaks follow the academic calendar for the junior year (<http://www.uidaho.edu/events/academic-calender>)

In the second year, the fall break follows the academic calendar. However, the winter and spring breaks do not follow the academic calendar in the senior year, due to supervised practice in clinical and management facilities. In addition, the course schedule in the fall semester of the senior year is modified to accommodate supervised practice hours. In the fall semester of the senior year, FCS 363: Medical Nutrition Therapy, FCS 463: Helping Skills in Dietetics, and FCS 473: Community Nutrition are ten week courses. FCS 487: Community Nutrition Supervised Practice is completed by the end of week 13. FCS 364: Clinical Dietetics I is a three week course that occurs between the fall and winter breaks (the last three weeks of the semester). In the spring semester of the junior year, students receive a written schedule for fall and spring semesters of senior year.

## STUDENT RESPONSIBILITIES

### Mutual Responsibility

Acceptance of a student for enrollment in the UI CPD constitutes an agreement of mutual responsibility. The student's part of this agreement is to accept and respect established CPD policies and rules, Academy's Code of Ethics, the regulations of UI, and to act responsibly and in a manner appropriate to these regulations and policies. For enrollment in the CPD, students are required to declare a major in foods and nutrition - dietetics option (UI Catalog Years 2017 or earlier) or food and nutrition (UI Catalog Years 2018 or later). As part of this mutual responsibility agreement, CPD faculty members also agree to carry out their commitment to higher education and to provide students high quality instruction and experiences.

### Required Documentation by Student

#### *Student Agreement for Participation*

Before beginning the CPD, students must complete an agreement for participation (Appendix C- Student Agreement for Participation in CPD). This form verifies the student has received and agrees to abide by the policies of the program.

#### *Immunization Record*

Entrance into the CPD is contingent upon the satisfactory completion of the immunization record. Supervised practice facilities require various laboratory tests and immunizations. An Immunization Record Forms will be provided to students upon acceptance to the CPD. Forms are to be completed and returned to the program director prior to supervised practice of the junior year.

#### *SERVSAFE® Certification and Food Handler's Permit*

SERVSAFE® certification offered through the FCS 270 Scientific Principles of Food Preparation course. Students must obtain the certification before they can begin the CPD. Transfer students that do not have certification will need to take and pass the SERVSAFE® exam during the beginning of FCS 483 Quantity Food Production and Equipment Lab, before supervised practice rotations begin. Senior students at University of Idaho Coeur d' Alene are required to have a current food worker card for the state of Washington. An on-line class, exam and a small fee (\$10.00) are required to obtain the permit. Visit <https://srhd.org/cards-permits-inspections>

#### *Criminal Background Check*

As a student in a professional program in the School of Family and Consumer Sciences you must have a yearly criminal background check before being allowed to participate in any supervised practice outside of the classroom. All costs associated with the background checks are the responsibility of the student. The cost is \$45.00 for each background check. Details on how to obtain a background check will be provided yearly by the Director of the CPD. In addition, during the senior year, facilities may require a facility-specific criminal background check.

#### *Drug Testing*

During the senior year, facilities may require a drug test.

### *Insurance*

Each student is responsible for purchasing his/her own insurance (auto, health, and accident). Health insurance may be purchased through the University Student Health Insurance Program

<https://www.uidaho.edu/current-students/student-health-services/ship>

Students are not covered by Worker's Compensation in any facility, including UI, and are therefore liable for injury or illness while in a facility for supervised practice. In the instance of injury or illness while in a facility for supervised practice, the student must contact the preceptor, the instructor, and the program director.

Clinical facilities require that all students have professional liability insurance. The University of Idaho provides Professional Liability for students. No premium is charged to students for this coverage.

### Registration and Financial Obligations

#### *Registration*

After consulting with an academic advisor, students are solely responsible for registering for classes.

#### *Student Expenses and Services*

Students pay the regular tuition and fees required at the university. Books and supplies, dietetics fees, lab coats, shoes, professional attire, nametags, membership to the Academy of Nutrition and Dietetics, attendance to a local or national dietetics meeting, travel to/from meetings and supervised practice sites, back ground checks, health, accident, and auto insurance are additional expenses. Field trips may be scheduled periodically, for which the student will be responsible for transportation and per diem costs. Students are required to have a laptop computer or tablet to use both in the classrooms and in their supervised practice facilities in order to access Bblearn, read and create word documents, develop presentations, and more.

Students are eligible for the following services and activities: health center services, library use privileges, student recreation center, and admission at a student rate to athletic and other university-sponsored public events.

For juniors entering the CPD in 2020, **estimated** costs are listed below:

#### **2019-2020 Tuition and Fees – Full time undergraduate students**

\$8,304 per year (Idaho resident)

\$27,540 per year (non-resident)

#### **2020 Estimated costs for CPD (per year)**

Textbooks, supplies	1,130
Dietetics course fees (junior year = \$398.50, senior year= \$710)	398.50-710
Lab coats, shoes, professional attire, nametag	500
Academy of Nutrition and Dietetics membership, meetings, travel	600
Background Check	45
<u>Medical Insurance</u>	<u>1,798</u>
Total	4,471.50- 4,783

Additional information is at <https://www.uidaho.edu/financial-aid/cost-of-attendance>

### *Withdrawal and Refund of Tuition and Fees*

The Office of the Registrar provides current information regarding withdrawal. For information visit: <https://www.uidaho.edu/registrar/registration/withdraw>

The Office of Student Accounts and Cashier's Office provides current information on the refund of tuition and fees. For information visit:

<https://www.uidaho.edu/current-students/student-accounts/tuition-and-fees-late-fees-refunds/tuition-and-fee-refunds>

### *Financial Aid*

University of Idaho and federal financial aid can be received in the form of scholarships, loans, grants, and/or student employment. More information about the different types of financial aid is available from the Office of Student Financial Aid or at their web site [www.uidaho.edu/financialaid](http://www.uidaho.edu/financialaid). Additional assistance is also available from the State of Idaho in the form of scholarships and can be found at [https://boardofed.idaho.gov/scholarship/scholarship\\_jump.asp](https://boardofed.idaho.gov/scholarship/scholarship_jump.asp). To be considered for all types of financial aid, including scholarships, new students should complete the UI application for admission and the Free Application for Federal Student Aid (FAFSA) by the December 1 priority date. Students who are continuing at the University just need to complete the FAFSA by December 1. Students receiving financial assistance must make academic progress toward their degree to keep their financial aid. Requirements to maintain eligibility for financial aid can be found at [www.uidaho.edu/financialaid/applyingforaid/keepingyourfinancialaid](http://www.uidaho.edu/financialaid/applyingforaid/keepingyourfinancialaid).

Several scholarships are available for students enrolled as a Family and Consumer Sciences major who meet the priority date and have the required grade point average or other qualifications. Scholarships are also available through the Academy of Nutrition and Dietetics.

### *Housing*

Students are responsible for their own housing. University Housing at the University of Idaho offers on-campus residence halls and apartment living options for students at all levels. For more information, visit the university housing website [www.uidaho.edu/universityhousing](http://www.uidaho.edu/universityhousing)

Additional housing is available in Moscow and the surrounding area. Information sources for off-campus housing is available at <http://www.uidaho.edu/admissions/why-ui/housing/apartment-options>

### *Transportation*

Students are responsible for transportation to supervised practice facilities, meetings, and special assignments when in Moscow, Coeur d'Alene, or Boise areas. A **reliable vehicle is necessary**. Students are liable for their own safety in travel to and from assigned areas.

## **PROFESSIONAL BEHAVIOR GUIDELINES**

### Lifestyle, Dress and Conduct

Students have the opportunity to set a good example to their patients and clients by leading a healthy lifestyle. Dietetic students not only study appropriate nutrition, exercise, and rest habits, but should practice them as well.

Because dietitian nutritionists students present a particular image to the patient, a neat, professional appearance is very important. In some situations, certain attire is recommended or required. For example, junior and senior students wear clean and pressed lab coats for clinical and many foodservice administration assignments. In the Moscow School district, aprons are worn in place of lab coats. Check with the supervisor at each facility for specific requirements for dress and conduct.

Nametags should be worn when in the clinical/foodservice facilities and community nutrition sites. Whenever in a foodservice area, a hair restraint must be worn with hair worn off the shoulders and securely pinned away from the face. Students should wear a hairnet or cap in these locations if required by the facility. In foodservice areas and laboratories, enclosed leather slip-resistant shoes are required.

Avoid wearing nail polish or perfume/cologne in foodservice or clinical areas. The smell of cigarette or cigar smoke can be very offensive to patients and clients; therefore, one should refrain from smoking prior to a clinical assignment or rotation. Only one pair of non-dangling, non-obtrusive earrings can be worn in clinical, community or foodservice areas. Tattoos and body piercing should be attempted to be covered during any lab or supervised practice. Facial piercings, such as a nose ring, should be removed during any lab or supervised practice.

Professional dress is expected for class presentations, tours, field trips, guest speakers, health fairs, and professional meetings or anytime you are representing the CPD. Because you will work in professional settings, your best guideline is conservative dress. Students need to avoid wearing leggings, jeans, tank tops, flip-flops, open-toed shoes, tight-fitting clothes, extremes in fashion, or clothes revealing cleavage or torso. Always wear appropriate undergarments. Professional attire for women includes knee length skirts and dresses and/or casual professional slacks coordinated with appropriate top and/or jacket. Professional attire for men includes casual professional slacks, shirt and tie. Because of the importance of professional dress to your future career and job prospects, this issue will also be discussed during the CPD meetings.

### Guidelines for Clinical, Community and Foodservice Management Facilities

1. Do not chew gum or use tobacco, alcohol, or drugs while in clinical facilities.
2. All supervised practice-related materials and information are confidential. Do not discuss any patient or client information in any public place, especially elevators, lounges, or cafeteria. Use only initials when referring to patients or clients in written case studies, reports, or log books. Do not repeat gossip or discuss personality conflicts with co-workers. All information obtained through patient assessment and clinical rounds is to remain strictly confidential. Sharing of information with instructor, preceptor, or appropriate health professional should only be done in an appropriate location and not in a public area.

3. Microorganisms are more prevalent in the hospital; therefore, avoid mouth contact with hands, pencils, etc.
4. Telephones in the clinical facilities are for business purposes ONLY. Cell phones are to be turned off during supervised practice times.
5. Conversation should be kept at a minimum and at a discreet volume while moving through hallways and patient areas within a clinical facility.
6. Arrive at the supervised practice facility before the stated time to start work. This allows time to be prepared for your assignment. Be sure that the instructor or preceptor knows your general whereabouts when in the facility. *It is the student's responsibility to contact the facility and the instructor and director if unable to arrive as scheduled, due to illness or injury.*
7. Class attendance hours for supervised practice experiences meet the minimum accreditation requirements. If clinical clock hours are missed at any time, the student must complete those hours at another arranged time. Extra hours accumulated from additional class experiences or assignments cannot be used to replace "missed" supervised practice hours.
8. As a professional courtesy, instructors and preceptors are to be addressed by their appropriate title (Doctor, Professor, Miss, Ms., Mrs., or Mr.).

#### Ethical Behavior in the Profession of Dietetics

As a professional accredited program, it is our obligation and responsibility to adopt a code of ethics. The Code of Ethics established by the Academy of Nutrition and Dietetics (previously known as the American Dietetic Association or ADA) and the Commission on Dietetic Registration is to be upheld by all members. As student members of the Academy of Nutrition and Dietetics, are to also uphold the Code of Ethics (Appendix D: The Code of Ethics for the Academy of Nutrition and Dietetics).

# **POLICIES**

## **Coordinated Program in Dietetics**

# STUDENT RIGHTS

## Nondiscrimination Policy

The program follows all Federal, State, and University policies related to nondiscrimination. Questions and concerns about the application of these laws and regulations may be directed to the affirmative action officer, 208-885-6591, to the director, Office of Civil Rights, U.S. Department of Education, or to the director, Seattle Area Office, Office of Federal Compliance Programs, U.S. Department of Labor.

## Minimum Wage Ruling

Students are supervised during a variety of experiences in several facilities. Students, however, are not employees within the meaning of the Fair Labor Standards Act. The U.S. Department of Labor publication entitled "Employment Relationship Under the Fair Labor Standards Act," dated February 1973 indicates that students are not employees if all of the following circumstances surrounding their activities apply:

1. the training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school;
2. the training is for the benefit of the trainees or students;
3. the trainees or students do not displace regular employees, but work under their close observation (i.e., the trainee will consult with a supervisor before making a decision);
4. the employer providing the training derives no immediate advantage from the activities of the trainees or students, and on occasion his operations may actually be impeded;
5. the trainees or students are not necessarily entitled to a job at the conclusion of the training period; and
6. the employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.

## Protection of Private Information

The program follows all Federal (Family Educational Rights and Privacy Act or FERPA), State (Idaho Public Records Law), and University Policies in protecting student information, including information used for identifying students in distance learning.

Upon request, a student may view his/her personal file in the presence of the program director. Student files are kept in a secured location in the director's office.

## Grievance

1. If a student deems a grade is unfair, he/she may first discuss the issue with the instructor. Second, he/she may appeal through the appropriate departmental administrator, then the college dean, and finally to the Academic Hearing Board.
2. If a student has a grievance about a course, he/she is advised to discuss the issue first with the Instructor. If the issue is not resolved, the student should discuss the issue with the CPD Director. If the issue is still not resolved, the student may discuss the issue with the Director of FCS. Finally, the student may discuss the issue with the Dean of College of Agriculture and Life Sciences.

3. If a student or preceptor has a complaint about the program, he/she may discuss the issue in confidence with the CPD Director. If that is not appropriate he/she may discuss the issue with the Director of FCS and be assured of confidentiality. The CPD director (and/or Director of FCS) will document the complaint and resolution of complaint and keep the document on file for a period of seven years to allow for inspection during on-site evaluation visits by ACEND.
4. If a student, preceptor, or other has a complaint related to program noncompliance with ACEND accreditation standards they should address the 1) Instructor (if applicable), 2) CPD Director, 3) Director of FCS, and 4) Dean of College. The complaint will be documented along with resolution of the complaint and kept on file for a period of seven years to allow for inspection during on-site evaluation visits by ACEND. Students, preceptors, and others are advised to submit complaints directly to ACEND only after all other options with the program and institution have been exhausted. ACEND can be reached at: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (312) 899-0040 ext. 5400, <http://www.eatright.org/ACEND>
5. The coordinated program in dietetics will not in any way retaliate against an individual who makes a complaint, nor permit any faculty member, administrator, preceptor, employee or student to do so.

#### Formal Assessment of Student Learning

Student learning will be formally assessed by instructors. Students will receive individual reports of performance and progress throughout each semester. At the end of each semester, students will receive a letter grade (A, B, C, D, or F) for each course they are enrolled in.

#### Remedial Instruction

Tutoring is available to all University of Idaho Students free of charge. Services can be accessed through Academic Support Programs at: <https://www.uidaho.edu/current-students/academic-support/asp>

#### Support Services

Student Health Services, which includes a health clinic, a psychiatrist, a campus dietitian, the counselling and testing center, and Vandal Health Education are available to students. More information can be found <https://www.uidaho.edu/current-students/student-health-services>

## ACADEMIC POLICIES

### Student Accountability

#### *Attendance*

1. Class attendance: Due to the nature of the content in CPD courses, it is required that students attend all classes and labs. If you must miss class and/or lab due to an illness, death or family emergency, you must inform your instructor and the Director prior to the scheduled class or lab. It is the student's responsibility to reschedule the missed lab.
2. Supervised practice attendance: Attendance is mandatory and required for all supervised practice experiences. If you must miss a supervised practice experience due to illness, death or family emergency, you must inform your preceptor and the Director prior to the scheduled shift. It is the student's responsibility to reschedule the missed supervised practice hours.
3. Arrive at class, lab or clinical facility prior to the start time for class or supervised practice.

#### *Illness or Injury*

1. Due to the COVID-19 Pandemic, extra precaution should be taken regarding illness. If you feel ill, please remain at home.
2. Contagious bacterial illness requiring antibiotics such as, "Pink Eye" warrant staying home for 24 hours after the first dose of antibiotics.
3. If you are ill or injured and you must miss a class, inform you instructor and director prior to the missed class.
4. If you are ill or injured and must miss a supervised practice experience, phone the facility directly before you are scheduled to arrive. Inform the instructor responsible for the lab/class and also the director. Reschedule your supervised practice with the preceptor (this will likely require a weekend shift).
5. If you become ill or injured while in a supervised practice facility, inform the preceptor, instructor and program director. Return home and seek medical attention, if needed. Once you are clear to return to supervised practice, reschedule your missed supervised practice hours with your preceptor.

#### *Classroom Courtesy*

1. Students who enter the classroom after the start of class or leave prior to the end of class will be considered absent. The behavior is considered unprofessional.
2. Professional behavior and respect for others and diverse viewpoints are expected in class at all times.
3. Permission of the instructor is necessary to record a class or to bring a guest to class.

#### *Course Assignments*

1. Written work should be typed and professional in appearance. This includes using adequate margins and spacing, as well as correct grammar, spelling, and referencing.

2. Referencing formats will be at the discretion of the instructors; however, the most common will be APA.

#### *Late Assignments*

1. Students are expected to complete all course assignments in accordance with the course syllabus and submit assignments by the listed or verbally stated times and due dates.
2. Late assignments are not accepted without an approved extension. Assignments must be submitted by 11:59pm on the due date, unless stated otherwise. Assignments should be submitted through BbLearn unless a hardcopy is specifically requested.
3. Consequence for non-submittal of an assignment may include course failure.

#### *Missed Exams and Quizzes*

1. If a student must miss an examination or quiz due to illness, death or family emergency, the student is required to contact the instructor before the exam or quiz.
2. If a student misses an examination or quiz, 15% grade reduction on the missed exam will occur if the reason is not deemed reasonable by the instructor or prior notice was not given for the absence.

#### *Student Travel*

1. A student's travel time to clinical, administrative, and community facilities or practicum sites does not count as supervised practice time.
2. Time during inter-site travel is not considered as supervised practice time.

#### *Holidays and Vacation*

1. Students follow the academic calendar of the university or their respective facility (if completing supervised practice) in regard to holidays.
2. Students may not take vacation outside of the scheduled fall, winter and spring breaks.
3. Students are not allowed to take special examinations or alter their lab schedule for the purpose of leaving the institution or facility before the end of the semester or rotation without the permission of the program director.

#### *Leaves of Absence*

1. Leaves of absence from the program is by discretion of the program director.

#### *Outside Employment*

1. The CPD involves a very comprehensive and intensive curriculum. The course load and demands on students' time are such that it is very difficult for students to successfully complete classes and simultaneously hold an outside job.
2. Holding an outside job during the academic year is strongly discouraged. Scheduling of CPD classes, labs, and professional activities take priority over employment.

## Advancement Policy

### *Student Performance Monitoring*

Students will have their performance monitored to provide for the early detection of academic difficulty and will take into consideration professional and ethical behavior and academic integrity of the student. Faculty will communicate with the Director regarding student's poor academic performance. The faculty and/or director will meet with the student to establish a plan for academic success in order to advance through the program.

### *Criteria*

Students must meet certain criteria to advance through the program. Those criteria include:

1. Earn a grade of "B" (80%) or better in all required CPD courses. If a student receives below a B in a required program course, the student is removed from regular appointment and is placed on suspension/ probationary status. This policy serves as a protection for the student. In order to pass the national RD exam, one needs to achieve 80% of the possible score. Once on suspension/ probation, the CPD faculty will meet to determine what additional work is required of the student with the details listed in a contract.
2. Exhibit professional and ethical behavior and academic integrity in the classroom and supervised practice at all times. If a student exhibits unprofessional, unethical behavior or academic dishonesty, this will constitute as an inappropriate *incident*. (See Appendix E – Incident Report)

Examples of unprofessional, unethical behavior, or academic dishonesty include, but are not limited to:

- a. Late assignment in a CPD course
- b. Unexcused absence or tardiness to class, lab or supervised practice
- c. Chronic lack of participation in the classroom
- d. Disrespect exhibited toward peers, faculty, or preceptors
- e. Inappropriate or foul language
- f. Refusal to work with another person based on the individual's personal beliefs, race, culture, or religious preference
- g. Failure to display stable mental, physical or emotional behavior(s) which may affect another's well being
- h. Use of any substance that may impair clinical judgment or be harmful to self or others
- i. Dishonesty (the student may receive a grade of F)
- j. Cheating or plagiarism (the student may receive a grade of F)
- k. Failure to maintain confidentiality in interactions or records
- l. Attempting activities without adequate orientation, skill preparation, or appropriate assistance

### *Discipline Policy*

Students will be notified by the Director when an incident has occurred and been recorded by the director, instructor or preceptor.

1. The first incident will result in a verbal warning
2. The second incident will result in a written warning.
3. The third incident will result in suspension/ probation.
4. The fourth incident will result in termination.

### *Suspension/ Probation Status*

1. Unprofessional or unethical behavior
  - a. A student whose pattern of unprofessional or unethical behavior, whether within a semester or from semester to semester, is found to be excessive (a total of three incidents) will be removed from a regular appointment in the program. At that time, the student will be placed on suspension/ probation.
  - b. When the student is placed on suspension/ probation status, documentation is completed and placed in his or her CPD personal file (see Appendix F – Notification of Suspension/ Probationary Status).
  - c. If the unprofessional or unethical behavior continues, the student's participation in the professional phase of the CPD will be terminated.
2. Academic performance  
Academic actions that result in suspension/ probation include:
  - a. Less than a grade of B or 80% in any CPD required FCS course will result in CPD faculty determining what additional work is required of the student with the details listed in a contract signed by the student, faculty and director.
  - c. Failure to maintain a minimum cumulative grade point average (GPA) of 2.8 (on a 4.0 scale) will result in CPD faculty determining what additional work is required of the student with details listed in a contract signed by the student, faculty, and director.
  - f. Any student receiving an unsatisfactory rating from any supervised practice preceptor, which is mutually substantiated by the CPD instructor, will be required to complete additional work with the details listed in a contract signed by the student, faculty, and director.

### *Termination or Resignation*

1. If unprofessional or unethical behavior continues through the probationary and warning periods, a student's participation in the professional phase of the CPD will be terminated.
2. If a student fails to maintain the minimum grade standard in more than one required CPD course or a minimum cumulative GPA (2.8), the student's participation in the professional phase of the CPD will be terminated.

3. If a student receives less than a B grade in two or more CPD courses, the student's enrollment in the program will be terminated.
4. Students terminated from the CPD for any reason may follow the University appeal procedures.
5. Resignation: If the student finds it necessary to resign from the program, he/she must submit a letter of resignation to the Director of the CPD. If a student discontinues in the program after the beginning of classes, the position held by that student shall cease to exist. If the student should choose to later reapply to the CPD, he/she will be considered on an equal basis with all other applicants.

#### *Student Retention*

Students with minimal chances of success in the program will be counselled by the Director to voluntarily resign from the CPD and graduate with a BSFCS: Foods and Nutrition Degree.

#### *Timeframe for Completion*

Students will ordinarily complete the professional phase of the program within two years. However, students are permitted a maximum of three years to complete the program requirements applicable at the time the student enrolls.

## **PROFESSIONAL POLICIES**

### Membership in the Academy of Nutrition and Dietetics and Attendance to Professional Meetings

1. Upon acceptance into the UI CPD, students are required to join the Academy of Nutrition and Dietetics with concurrent membership in the Idaho Academy of Nutrition and Dietetics. Academy membership is expected during the junior and senior years in the program, which is considered the professional phase of the program. If desired, students can also join the Academy prior to the professional phase.
2. Students are expected to participate in local professional meetings and activities that occur during the CPD. This includes regional dietetics meetings. Students will be advised of upcoming professional meetings that complement their didactic activities.
3. When attending regular professional meetings, students are asked not to take handouts until all regular members have received copies. CPD faculty will make additional copies for students, if necessary. If a registration fee is required for attendance at any meeting, students will be expected to pay the appropriate fees. Handout materials and packets are part of the registration fee in this case.
4. If the annual Idaho Academy meeting is in Northern Idaho (Coeur d'Alene, Moscow or Lewiston) junior students are required to attend and participate in the meeting.
5. During the two-year professional curriculum, students are required to attend one state/national meeting of their choice [Idaho Academy meeting, Washington Academy meeting, or the Food and Nutrition Conference and Exhibition (FNCE), for example]. If the meeting attendance is during spring of the senior year, the student must obtain permission from the preceptor and is expected to attend the entire conference.

## GRADUATION AND POST-GRADUATE POLICIES

### Graduation

1. Graduation requirements are listed in the University of Idaho General Catalog <https://www.uidaho.edu/registrar/classes/catalogs> and on each individual student's "Degree Audit."
2. Candidates for degrees must first check registration status in VandalWeb to verify the degree BSFCS and the major Food and Nutrition: Dietetics Option. Second the student must check "Degree Audit" and meet with the academic advisor (the CPD director). Next, the student must complete the Graduating Senior Survey in VandalWeb. Finally select *Apply to Graduate*. Your student account will be billed. For more information about graduation see <https://www.uidaho.edu/registrar/graduation>
3. Upon successful completion of the professional phase of the program, students will take an exit exam the week before graduation. Once the student has passed the exit exam, he/she will receive a "Verification Statement." This allows the student to take the Registration Exam for Dietitians.

### Job and Career Placement

1. Career services are available for all students and alumni. For more information about career services see <https://www.uidaho.edu/current-students/career-services>

# **APPENDICES**

## **Coordinated Program in Dietetics**

## Appendix A: ACEND Core Knowledge and Competencies for the RDN

### **ACEND Core Knowledge and Competencies for the RDN**

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

#### Knowledge

**KRDN 1.1** Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

**KRDN 1.2** Use current information technologies to locate and apply evidence-based guidelines and protocols.

**KRDN 1.3** Apply critical thinking skills.

#### Competencies

Upon completion of the program, graduates are able to:

**CRDN 1.1** Select indicators of program quality and/or customer service and measure achievement of objectives.

**CRDN 1.2** Apply evidence-based guidelines, systematic reviews and scientific literature.

**CRDN 1.3** Justify programs, products, services and care using appropriate evidence or data

**CRDN 1.4** Evaluate emerging research for application in nutrition and dietetics practice

**CRDN 1.5** Conduct projects using appropriate research methods, ethical procedures and data analysis

**CRDN 1.6** Incorporate critical-thinking skills in overall practice.

2. Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

#### Knowledge

**KRDN 2.1** Demonstrate effective and professional oral and written communication and documentation.

**KRDN 2.2** Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe the interprofessional relationships in various practice settings.

**KRDN 2.3** Assess the impact of public policy position on nutrition and dietetics practice.

**KRDN 2.4** Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

**KRDN 2.5** Identify and describe work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

**KRDN 2.6** Demonstrates an understanding of cultural competence/ sensitivity.

**KRDN 2.7** Demonstrates identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

**KRDN 2.8** Demonstrate an understanding on the importance and expectations of a professional in mentoring and precepting others.

#### Competencies

Upon completion of the program, graduates are able to:

**CRDN 2.1** Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics.

**CRDN 2.2** Demonstrate professional writing skills in preparing professional communications.

**CRDN 2.3** Demonstrate active participation, teamwork and contributions in group settings.

**CRDN 2.4** Function as a member of interprofessional teams.

**CRDN 2.5** Assign duties to NDTRs and/or support personnel as appropriate.

**CRDN 2.6** Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

**CRDN 2.7** Apply leadership skills to achieve desired outcomes.

**CRDN 2.8** Demonstrate negotiation skills.

**CRDN 2.9** Participate in professional and community organizations

**CRDN 2.10** Demonstrate professional attributes in all areas of practice.

**CRDN 2.11** Show cultural competence/sensitivity in interactions with clients, colleagues and staff.

**CRDN 2.12** Perform self-assessment, develop goals for self-improvement throughout the program.

**CRDN 2.13** Prepare a plan for professional development according to the Commission on Dietetic Registration guidelines.

**CRDN 2.14** Demonstrate advocacy on local, state or national legislative and regulatory issues impacting the nutrition and dietetics profession.

**CRDN 2.15** Practice and/or role play mentoring and precepting others.

3. Domain 3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

Knowledge

**KRDN 3.1** Use the Nutrition Care Process to make decisions, identify nutrition –related problems and determine and evaluate nutrition interventions.

**KRDN 3.2** Develop an educational session or program/ educational strategy for a target population.

**KRDN 3.3** Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

**KRDN 3.4** Explain the process involved in delivering quality food and nutrition services.

**KRDN 3.5** Describe basic concepts of nutritional genomics.

Competencies

Upon completion of the program, graduates are able to:

**CRDN 3.1** Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings

**CRDN 3.2** Conduct nutrition focused physical exams.

**CRDN 3.3** Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

**CRDN 3.4** Design, implement and evaluate presentations to target audience.

**CRDN 3.5** Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

**CRDN 3.6** Use effective education and counselling skills to facilitate behavior change.

**CRDN 3.7** Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

**CRDN 3.8** Deliver respectful, science-based answers to client questions concerning emerging trends.

**CRDN 3.9** Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

**CRDN 3.10** 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.

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

Knowledge

**KRDN 4.1** Apply management theories to the development of programs or services.

**KRDN 4.2** Evaluate a budget and interpret financial data.

**KRDN 4.3** Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.

**KRDN 4.4** Apply the principles of human resource management to different situations.

**KRDN 4.5** Describe safety principles related to food, personnel and consumers.

**KRDN 4.6** Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

Competencies

Upon completion of the program, graduates are able to:

**CRDN 4.1** Participate in management of human resources

**CRDN 4.2** Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food

**CRDN 4.3** Conduct clinical and customer service quality management activities.

**CRDN 4.4** Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

**CRDN 4.5** Analyze quality, financial and productivity data for use in planning.

**CRDN 4.6** Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

**CRDN 4.7** Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

**CRDN 4.8** Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

**CRDN 4.9** Explain the process for coding and billing for nutrition and dietetics series to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

**CRDN 4.10** Analyze risk in nutrition and dietetics practice.

Reference:

Academy of Nutrition and Dietetics, ACEND Accreditation Standards for Nutrition and Dietetics Coordinated Programs, July 2016, Web Page, December 20, 2016,

<http://www.eatrightacend.org/ACEND/content.aspx?id=6442485341>

## Appendix B: Student Information for Faculty and Preceptors

Prior to your senior level supervised practice experiences, the following information and your resume may be presented to the preceptors for community, clinical, and foodservice management supervised practice. This may be modified depending on the supervised practice.

Name

Address

Contact Information

Mission

Vision

Strengths

Improvements to be accomplished during the final supervised practice of the senior year

Work experiences prior to and during professional phase of the program

Major projects or reports: date, topic

List of diet instructions given to patients/clients: date, type of instruction, level of skill

Presentations: in-service or small group – date, topic, methods, and media

Computer skills: level of proficiency using listed programs

Extra-curricular activities: participation, leadership responsibilities, honors

Work and character references

Appendix C: Student Agreement for Participation in CPD

I, \_\_\_\_\_, do not accept the appointment into the CPD.

I, \_\_\_\_\_, accept my appointment in the CPD. Before accepting this appointment, I have read, understood, and agree to uphold the following: (Please **initial** each statement to illustrate your understanding and agreement.)

\_\_\_\_\_ I have received and read the CPD Student Handbook.

\_\_\_\_\_ I have read and understand the Code of Ethics, and I will abide by them.

\_\_\_\_\_ If I must miss class or supervised practice due to illness, death, or emergency in the family, I will contact my instructor, preceptor and Director prior to the class or experience. I understand that I am responsible for rescheduling and completing the missed supervised practice.

\_\_\_\_\_ I must obtain at least a B (80%) in all CPD courses to remain in and graduate from the CPD.

\_\_\_\_\_ I must maintain an accumulated grade point average of 2.8 to remain in and graduate from the CPD program.

\_\_\_\_\_ I understand the conditions for suspension/ probationary status and termination from the program.

\_\_\_\_\_ I am responsible for arranging my own housing and transportation.

\_\_\_\_\_ I must be a member of the Academy of Nutrition and Dietetics.

\_\_\_\_\_ I am required to attend local dietetic meetings, and lectures presented by visiting dietetic professionals.

\_\_\_\_\_ I am required to attend one state dietetic association meeting. For the meeting, I will be responsible for my own expenses, meeting registration, transportation, and lodging.

\_\_\_\_\_ I am aware that this is a very intense, demanding, professional program.

\_\_\_\_\_ I must submit evidence of Immunizations before participating in supervised practice.

\_\_\_\_\_ I must obtain the SERVSAFE® certification in FCS 270 Scientific Principles of Food Preparation or by taking the exam during the first week of FCS 3483 Quantity Food Production and Equipment Lab.

\_\_\_\_\_ I must obtain Idaho Food Safety Certification during the junior year and a Washington Food Handler's Permit before participating in supervised practice in Washington during the senior year.

\_\_\_\_\_ I must obtain a background check each year.

\_\_\_\_\_ If I withdraw from the program for any reason, I will not be guaranteed reentry to the program. Readmission will depend upon space availability and faculty recommendation. No preference will be given to reentry students.

---

Signature  
Revised 6/20

Date

Appendix D: Code of Ethics for the Nutrition and Dietetics Profession



Appendix E: Incident Report

Name of Student: \_\_\_\_\_

Date of report: \_\_\_\_\_

Course and/or Location: \_\_\_\_\_

Date and Description of Incident:

Signature of Preceptor/Instructor: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Nature of Incident:

- Verbal Warning
- Written Warning
- Suspension/ Probation
- Termination

Appendix F: Notification of Suspension/ Probationary Status

This form is to be downloaded and printed. After discussion among the student, faculty member and Director, the form is signed and placed in the student's file. During the suspension/ probationary period, encouragement and direction will be given by all CPD faculty members to assist the student in correcting the inappropriate professional behavior or sub-standard academic performance.

Date: \_\_\_\_\_

\_\_\_\_\_ (student's name) has been placed on suspension/ probationary status due to the following performance during the designated time period. The reason for this action stems from failure to meet the following policy(ies) on page \_\_\_\_\_ as listed in the CPD Student Handbook. Incident reports attached.

Performance and time period:

\_\_\_\_\_  
\_\_\_\_\_

Policy: \_\_\_\_\_

Actions to remove the probationary or warning status, which have been agreed upon by both student and faculty member in the noted time period, include the following:

Actions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time Period: \_\_\_\_\_

Student: \_\_\_\_\_ (signature)

Faculty: \_\_\_\_\_ (signature)

Director: \_\_\_\_\_ (signature)