

**University of Saint Francis
Coordinated Program in Dietetics**

**Student Policy & Procedure Handbook
2024-2025**

Department of Kinesiology and Nutrition



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The goal of this Policy & Procedure Student Handbook is to protect the rights of enrolled students. The policies found within this handbook are consistent with the current policies, procedures, and practices of the University of Saint Francis. Website locations for university policies and procedures are shown within this document to provide access to the most current information.

Accreditation Status

University of Saint Francis' Coordinated Program in Dietetics is **fully-accredited** by the **Accreditation Council on Education in Nutrition and Dietetics** (ACEND), the accrediting body of the **Academy of Nutrition and Dietetics**. This is granted at the baccalaureate level for a maximum enrollment of seven first-year and seven second-year students with a concentration in Health Promotion. Contact information for ACEND and AND is 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995; 800/877-1600 X 5400. For more information about ACEND, visit: <http://www.eatright.org/ACEND/>. For more information about the AND, visit: <http://www.eatright.org/>.

Educational Purpose of the Coordinated Program in Dietetics

The educational purpose of the USF CPD is to provide students with professional experiences in a variety of work settings typically performed by a registered dietitian. Given the wide range of employment opportunities in the field of dietetics, a variety of tasks and opportunities will be provided. It is the intent of the program to provide an integrated academic and supervised practice curriculum with preceptors who are willing to provide experiences that will allow students to:

1. progress from observation to completion of tasks as the supervised practice experiences progress
2. critically think and problem solve
3. apply scientific information and current research to practice
4. develop beliefs, values, attitudes and behaviors appropriate for the dietetics professional
5. engage in volunteerism and advocacy
6. perform the Nutrition Care Process
7. provide education to customers, clients, patients, and/or individuals or groups
8. provide positive service to customers, clients, patients, and/or the public
9. apply principles of management and systems

Students do not replace staff to fulfill any staff work responsibilities, unless related to activities to meet competencies. Preceptors are to adhere to the rotation schedules and learning activities as provided by the USF CPD Program Director.

University of Saint Francis Mission Statement

Rooted in the Catholic and Franciscan Traditions of Faith and Reason, the University of Saint Francis engages a diverse community in learning, leadership and service.

Franciscan Values

Franciscan Values permeate all aspects of the University of Saint Francis experience for students, faculty, staff and administration as the university strives to demonstrate the essence of these Values in daily interactions. The Franciscan Values are demonstrated by personally and academically aspiring to:

- Reverence the unique dignity of each person
- Encourage a trustful, affirming community of learners
- Serve with joy one another, society, and the Church
- Foster peace and justice
- Respect creation

USF Coordinated Program in Dietetics Mission Statement

Rooted in the Catholic & Franciscan traditions, the Coordinated Program in Dietetics (CPD) will engage a diverse community in learning, leadership and service. The CPD will provide an integrated academic and supervised practice curriculum to train students to become competent entry level registered dietitians and community leaders in health promotion.

Goals/Outcome Measurements

Program Objectives for Goal 1: The Coordinated Program in Dietetics at the University of Saint Francis will prepare graduates to be competent entry-level dietitians.

- At least 80% of program students complete program/degree requirements within 7.5 years (150%) from starting the program.
- 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- The program's one-year pass rate (graduate who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- Of graduates who seek employment, 70% are employed in nutrition and or related fields within 12 months of graduation.
- 70% or more of program graduates will be rated as satisfactory by employers.
- At a one-year post graduation survey, 80% of the graduates who respond to the survey will indicate adequate preparation to practice effectively as an entry-level dietitian nutritionist.

Program Objectives for Goal 2: The Coordinated Program in Dietetics at the University of Saint Francis will encourage life-long learning, professional development, and leadership roles.

- 70% of graduates will have their Professional Development Portfolio Plan submitted and approved by Commission on Dietetic Registration within 12 months of becoming a Registered Dietitian.
- 50% or more of program graduates will be active in professional organizations and/or community service within 12 months of program completion.

Admissions Requirement for Coordinated Program in Dietetics

Admission into the Coordinated Program in Dietetics is limited. Applications will be reviewed and recommended by the Review Committee, Department of Exercise Science and Health. The minimum criteria for admission include:

1. *Academic Record:* An overall cumulative grade point average of 3.0 (out of 4.0) or higher is required to apply. Also, a B in all nutrition classes (NTRN 215, 250, 275, 325 and 332) is

- required. Once accepted, additional grade requirements are specified under the requirements for continuing in the program and entrance into the MHA program.
2. *Pre-Admission Exam:* A test covering information related to prerequisite courses is part of the admission process. Scores will be ranked in consideration with grades and other requirements.
 3. *Other Criteria:* Each applicant must submit the following: a completed application form, a resume, a formal letter of application, a self-evaluation form, evaluation forms from two references, and official transcripts of all college courses.

The academic performance of any student earning a grade of less than a B in any of the courses listed above will necessitate the student repeating the course. A course may not be taken more than twice, and a maximum of two different courses may be repeated for the applicant to be considered for admission to the CPD and continuance in the program, once a student is admitted to the program. If a grade is not corrected to policy requirements upon repeating a course, the student will not be considered for admission or will be withdrawn from the CPD. All cases will be reviewed on an individual basis to determine whether or not the student may proceed with the next course in the academic sequence.

Admissions Requirement for the MHA Program

Students will need to apply to the MHA program during their second to last semester of the Bachelor of Science program. Applicants must meet the following criteria:

- Possess a bachelor's degree from a regionally accredited institution with a minimum 2.75 cumulative GPA on a 4.0 scale.
- If the cumulative GPA is below 2.75, applicants must complete directed essay questions which will be reviewed by the Business Graduate Admission Council for admission consideration.

To apply for the Master of Healthcare Administration Online, students must:

- Submit online application for admission
- Submit official transcript(s) for most recent bachelor
 - Transcripts are official only if sent directly to the Office of Admissions from the registrar of the institution attended.
- Submit a current resume

Note: The above requirements are all needed to continue and finish the BS in Nutrition. Students with a BS in Nutrition automatically will complete the Nutrition and Dietetics Concentration in the MHA program.

Assessment of Prior Learning and Waiver of Practicum Experience Requirements

A student with previous practicum experience may request "exemption status" for review. A student may be exempt from a rotation, only if the following criteria are met: passed a similar rotation with another institution/program and can provide proof of passing grade, proof that previous practicum experience is equal in hours and content, as well as student's academic advisor completes the university's change of curriculum form.

Insurance and Other Requirements

Students assume full responsibility for health insurance coverage and expenses incurred for health care. In the event of an injury or illness while at a supervised practice site, the student will receive the same immediate medical attention as an employee of the facility. All expenses associated with medical care and/or treatments are the student's responsibility.

Health Insurance

Resident students: Health services are available via Redi-Med. Contact your Residence Hall Director or the Director of Residential Life & Housing at (260) 399-8101 for more information.

Commuter students: The University does not offer a health insurance plan, however, individual students may choose to participate in the Sentry Student Security Plan, provided by an independent company. For more information call Student Life at (260) 399-8100.

If a student is injured or has a medical emergency on university property, that student must report immediately to their respective faculty member or Program Director and Campus Security. An Incident Report must be completed by the involved persons. If treatment is required, the student will be directed to an appropriate outpatient clinic. All expenses associated with medical care and/or treatments are the student's responsibility.

Drug Testing and Criminal Background Check

Students are required to submit to drug testing and obtain a criminal background check. Students must consult with the Program Director on the required timeline to complete prior to the start of the supervised practice experiences.

All students must complete a 5 panel or more drug test prior to starting practicum experiences. Students may have the drug testing done at a Fort Wayne RediMed or any other certified facility. Please allow enough time for results to be sent to USF prior to starting the practicum experiences. Typically the turnaround time for results to be sent to USF is at least two week. Affiliating agencies may withhold practicum experiences for students with a positive drug screening. Without practicum experiences, the student cannot complete all aspects of the program. **Drug screen receipts without results will NOT be accepted.**

All criminal background checks must be completed through *PreCheck* (an outside company) for the following information:

1. Detailed Criminal Background Check
2. OIG (Office of Inspector General-Federal Government)
3. Driving History Record

Students who have a conviction of a felony, misdemeanor, DUI, driving violation or penalty in the past year, must repeat the criminal background check using *PreCheck*. Affiliating agencies may withhold practicum experiences for students with the following records: Crimes against the person such as battery or assault, Crimes based on dishonesty or untruthfulness such as theft or embezzlement, Drug and other substance abuse- related crimes, History of recent DUI or other driving violations or penalties. Without practicum experiences, the student cannot complete all aspects of the program. A background check typically takes three to five business days plus the time needed for the site to review it; longer if using money order.

Instructions:

- Visit www.mystudentcheck.com, select the appropriate university and program from the dropdown menus then enter all the required information.
- If you realize after submitting the report that you entered the wrong school, program or other information, send an email to StudentCheck@PreCheck.com with the details.

- To check the status of your report and obtain a copy for your records, log into www.mystudentcheck.com, click “Check Status”, and enter your SSN & DOB. This is available for 90 days at no cost or \$14.95 after 90 days.
- If you have been denied placement to your experience due to your background check results and upon review of the report you find reason to dispute it, contact PreCheck’s Adverse Action hotline at 800-203-1654.

Professional Liability

Professional Liability Insurance is provided by the University for enrolled CPD students when performing in the student role during practicum courses.

Auto Insurance

Students must have their own transportation, as travel is required during supervised practice experiences. Students are required to carry automobile insurance. Students assume liability for all travel in private vehicles; this includes travel to and from supervised practice sites and travel that occurs during supervised practice experiences.

Professional Membership

Students are required to become a member of the Academy of Nutrition and Dietetics (AND): www.eatright.org. This is the nation’s largest organization of food and nutrition professionals. Once students are members of AND, they are also members of Indiana Academy of Nutrition and Dietetics (IAND): <http://eatrightin.org/> and Northeast Indiana Academy of Nutrition and Dietetics (NEIAND), both of which offer students the opportunity to attend professional meetings, interact with local dietitians and develop professionally. These professional organizations offer several scholarships/awards that students may apply for.

Required Coordinated Program in Dietetics Documentation

Copies of all of the following documents are required to be submitted at the beginning of the CPD:

1. Health report
2. Health insurance and automobile insurance verification
3. Vaccinations: Varicella, MMR, Tetanus, hepatitis B vaccinations are required
4. TB test; completed no earlier than 4 months prior to supervised practice experiences
5. Criminal background check
6. Drug testing
7. AND membership
8. Resume of student to be sent to practicum sites

Coordinated Program in Dietetics Expenses

The student will be responsible for the following expenses:

Type of Expense	One Time Fee
Lab coats and attire for rotations	\$100
Name Tag	\$10
Physical Exam, Vaccinations and TB test	Variable
Criminal background check	\$50 thru PreCheck
Drug screen	\$10 thru Redi-Med
Prep materials for Registration Exam	\$400
Application for Registration Exam	\$200

Type of Expense	Yearly Fees
AND Student Membership	\$58
Health Insurance	Variable

Type of Expense	Semester Fees
Tuition & Fees BS CPD	\$16,775
Text Books BS CPD	\$250
Housing on campus	\$5245
Travel and Auto Insurance	Variable
Tuition and Fees for MHA	\$6300

Financial Aid

Financial aid is only available for degree seeking students enrolled in 12 credits or more each semester. More information is available at <https://admissions.sf.edu/costs-aid/>. Professional dietetic groups such as AND, IAND, NEIDA and ACEND offer several scholarships/awards that students may apply for.

Withdrawal and Refund of Tuition and Fees

For information regarding withdrawing from the University of Saint Francis, visit: <https://catalogs.sf.edu/undergrad/policies/registration/withdrawal>.

The following schedule reflects the percentage of tuition and fees refund allowable to students who completely withdraw officially from Semester I Fall or Semester II Spring.

Week During the Semester	Tuition & Fees Refundable
Prior to the first day of the semester	100% - no refund of semester fee
During the first week of the semester	100% - no refund of semester fee
During the second week of the semester	75% – no refund of semester fee
During the third week of the semester	50% – no refund of semester fee
During the fourth week of the semester	25% – no refund of semester fee
Fifth week of the semester or later	No refund

Program Overview and Schedule

The USF CPD offers 1350 hours of supervised practice/role playing/simulations, 125 credit hours of didactic course work, and 36 credit hours in the Master of Healthcare Administration Program. The practicum experiences are comprised of rotations in: *Food Service Management, Clinical Medical Nutrition Therapy, Community Nutrition and a Special Interest area*. The USF CPD includes a Health Promotion Concentration. These core rotations are designed to provide students with in-depth experiences in a diverse array of dietetics environments including hospitals, long-term care facilities, dialysis centers, school food service organizations, university food service organizations, and community outreach organizations.

Semester	Bachelor of Nutrition CPD	Master of Healthcare Administration
Junior Year	<ul style="list-style-type: none"> Completion of bachelor didactic course work. Minimum 12 credit hours. 	

Semester	Bachelor of Nutrition CPD	Master of Healthcare Administration
Summer between Junior and Senior Year	<ul style="list-style-type: none"> Supervised Practice Food Service Management I and II 504 hours. 9 credit hours. 	
Senior Fall	<ul style="list-style-type: none"> Supervised Practice Clinical Medical Nutrition Therapy I and II 504 hours Medical Nutrition Therapy Seminar 6 hours of case studies, simulations and role playing. 12 credit hours. 	
Senior Spring	<ul style="list-style-type: none"> Supervised Practice Community Nutrition 168 hours. Supervised Practice Special Interest 168 hours. Minimum 12 credit hours. 	
Post BS Completion Summer		12 credit hours
Post BS Completion Fall		12 credit hours
Post BS Completion Spring		12 credit hours

TOTAL: 1350 practicum hours, 125 credit hours Bachelor of Nutrition, and 36 credit hours MHA

Employment

Student employment during the CPD is discouraged due to the required 40-hour plus week needed to fulfill the program requirements. If employment is necessary, it should be arranged in such a way as to not interfere with the program requirements and must be discussed with the Program Director.

Professional Code of Conduct

Students are expected to abide by the University of Saint Francis Standard of Conduct outlined in the Student Handbook and by the AND Code of Ethics and the AND Standards of Practice and Professional Performance. Consistent with the values of the University of Saint Francis and the Academy of Nutrition & Dietetics, the USF CPD strives to enhance lifelong learning opportunities, foster a climate of personal growth and development, set high expectations for personal integrity, and assist students in the development of an informed set of values, ethics, and beliefs, while embracing a climate of civility and respect. Students are expected to conduct themselves with honesty, integrity, and fairness. Students are expected to support and promote high standards of professional practice. Students are expected to obey national, state, and local laws, to respect the rights of members of the community, and to accept responsibility for the consequences of their behavior.

Academy of Nutrition and Dietetics Code of Ethics:

<http://www.eatrightpro.org/resources/career/code-of-ethics/what-is-the-code-of-ethics>

Fundamental Principles

The dietetics practitioner:

1. Conducts herself/himself with honesty, integrity and fairness.

2. Supports and promotes high standards of professional practice and accepts the obligation to protect clients, the public and the profession by upholding the Code of Ethics and reporting perceived violations of the Code.

Responsibilities to the public

3. Consider the health, safety and welfare of the public at all times.
4. Complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in the Code.
5. Provides professional services with objectivity and with respect for the unique needs and values of individuals.
6. Does not engage in false or misleading practices or communications.
7. Withdraws from professional practice when unable to fulfill his/her professional duties and responsibilities to clients and others.

Responsibilities to clients

8. Recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. Treats clients and patients with respect and consideration.
10. Protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
11. In dealing with and providing services to clients and others, complies with the same principles set forth above in principles 3-7.

Responsibilities to the profession

12. Practices dietetics based on evidence-based principles and current information.
13. Presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
14. Assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
15. Is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
16. Permits the use of his/her name for the purpose of certifying the dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
17. Accurately presents professional qualifications and credentials.
18. Does not invite, accept or offer gifts, monetary incentives or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Responsibilities to colleagues and other professionals

19. Demonstrates respect for the values, rights, knowledge and skills of colleagues and other professionals.

Code of Ethics for the Profession of Dietetics. J Am Dietetic Association 2009; 109:1461-1467.

Academy Nutrition and Dietetics Standards of Practice and Professional Performance:

<http://www.eatright.org/sop/>

Access to Student Support Services

Students have access to support services provided to all University of Saint Francis students. Support services may include:

Student Academic Success: <https://www.sf.edu/campus-life/resources/>

Student Accessibility Services: <https://accessibility.sf.edu/>

Office for Service and Social Action: <https://service.sf.edu/service/?p=serviceengagement>

Health and Wellness Resources: <https://www.sf.edu/campus-life/wellness/>

Library Resources: <http://library.sf.edu>

Campus Ministry: <https://campusministry.sf.edu>

My Cougar Connection: <http://my.sf.edu>

Service Learning Hours

USF acknowledges that although many of us do not daily experience social justice issues such as hunger, homelessness, poverty, or illiteracy, these issues continue to affect the lives of a great many in our global community. Through service, God calls us to work for the common good in the world in which we live. Many opportunities are offered in the community in which we live to engage in service learning. As part of the CPD, students need to register and log service learning hours on the USF Office for Service and Social Action website.

Communication and Technology Requirements

Students are expected to communicate with the Program Director about any issues that may interfere with the successful implementation and completion of the program. Failure to do so may result in dismissal from the program.

Day to day communication may take place in person, through the USF email system, My Cougar Connection, or through the student online learning platform, Canvas. During practice experiences, students will be required to maintain regular communication with the Program Director. Evidence of learning experiences and completed projects will be regularly submitted to Canvas or generated for a personal electronic portfolio. Practice experience paperwork including evaluations, examples of assignments, etc. will also be placed in faculty files located in the Kinesiology and Nutrition Department.

Core Knowledge and Competencies

Students will complete a set of Knowledge and Core Competencies for the RD, required by ACEND, throughout the coursework and supervised practice experiences. See the Knowledge and Core Competencies for the RD and the Concentration Competencies in the Appendix. Each student will complete at least one activity to show completion of each competency. The student is responsible for recording the competencies completed at supervised practice experiences progress. Students will use the Competency Checklist to monitor their progress. This process provides assurance to the student, preceptor, and Program Director that the competencies are being met. Throughout the program, students will maintain a portfolio showing projects and activities completed that show the students have achieved the competencies.

Formal Assessment of Learning

Formal evaluation occurs at pre-determined times throughout supervised practice rotations using prepared USF CPD forms. Evaluations include both assessments of the student's progress as well as assessments of the student's knowledge and performance in rotations. Preceptors/instructors completing the evaluation use the provided form and review with the student prior to signatures. It is the student's responsibility to be familiar with the various evaluation forms so that he/she is aware of the criteria and timing for each evaluation. The form is returned to the Program Director. Students can expect to receive formal evaluations in the following formats:

- written evaluations from preceptors
- rubrics for oral presentations

- exams in the form of comprehensive care reviews
- scored assignments

Many opportunities exist for informal feedback about performance. These should be viewed as positive opportunities to gain insight and adjust performance. Examples of informal evaluation include, but are not limited to, daily feedback/discussions with preceptors on skill development, clinical documentation, presentations and projects.

Near the completion date of each supervised practice experience, the student, the primary preceptor, and the Program Director will meet to prepare the evaluation and to assign a grade that reflects the student's achievement. The student will be responsible for recording the competencies completed as each practicum experience progresses. Student's receiving a grade of less than a B will not receive verification for the completion of the supervised practice experience. Should this occur, the director in consultation with the preceptors of the facility, will provide in writing specific steps and action that are to be required of the student. If the student does not meet competencies after the determined timeframe the student may be dismissed from the program.

Supervised Practice Experiences

Students will rotate through supervised practice experiences in each practice area – Food Service Management, Clinical Medical Nutrition Therapy, and Community Nutrition – to gain broad and varied learning experiences. Rotations in each practice area include assignments to meet the Knowledge and Core Competencies outlined by ACEND.

Students should approach each supervised practice experience as a professional. Students are there primarily in the role of learner, but part of the function is to be of assistance to the organization wherever possible. The preceptors are adding additional work to their daily schedule to supervise students. Further, successful performance of practice experience duties may well result in useful professional contacts, job prospects, favorable letter of recommendation, etc.

Resume

The Program Director will need a current resume from each student before the supervised practice experiences begin. Resumes are sent to each of the primary preceptors to inform them of the background of each of the students they supervise.

Supervised Practice Experience Hours

Supervised practice experiences occur when facilities are in operation, frequently outside of the usual 8 am – 5 pm work schedule. Student schedules may include early mornings, late nights, and weekends. Often health care providers must work additional unexpected hours to help get the job done. As a professional, students are also expected to volunteer to help get this work done. Students should log these hours as these hours do count towards total required supervised practice experience hours.

Payment for Services Provided by Students

Students in the CPD will **NOT** receive compensation for services provided during supervised practice experiences.

Vacation, Holidays, Absences, and Tardiness

No allowances are made for vacation leave during the practice experiences.

Supervised practice experiences are not scheduled over any extended holiday breaks (e.g. winter break, spring break), but a single holiday may be celebrated at specific supervised practice sites. If a single holiday occurs during the practice experience and the preceptor allows the day off, the student should work out the details for making up missed work with the preceptor and submit a written report of the plan to both the preceptor and the Program Director.

Excused absences – injury, illness, family emergency, jury duty – must be made up. The student should work out the details for making up missed work with the preceptor and submit a written report of the plan to both the preceptor and the Program Director. Students who experience illness or emergencies that require a multiple week absence from the practice experience will be given the opportunity to complete the practice experience. The time and location of the experience will be determined by the Program Director and will be based on the number of weeks the student already completed and the availability of practice sites. Any unexcused absences will result in dismissal from the program.

Arriving late to a supervised practice experience requires that missed hours be made up. The student should work out the details for making up missed work with the preceptor and submit a written report of the plan to both the preceptor and the Program Director. **When tardiness exceeds 1 day per week, the student will be dismissed from the program.**

Professional Attire

While at supervised practice facilities, students are expected to follow the dress code and related regulations of the institutions to which they have been assigned. For food service experiences, dressing professionally might be considered wearing clean, pressed uniforms or clean, white, pressed laboratory coat or jacket, appropriate hair restraints and closed-toe shoes. Students are expected to follow all other food safety policies, such as no nail polish or fake nails. Supervised practice in other nutrition related areas might require business attire, white laboratory coat, and appropriate footwear.

Visible body piercing jewelry other than moderate earrings is not allowed. All jewelry, except a plain wedding band, is prohibited during foodservice supervised practice experiences. No visible tattoos or body paint is allowed and tattoos must not show through clothing.

Use of Cell Phones, Computers, and other Electronic Devices

Students are not to use cell phones to send/receive calls or text during supervised practice experience work hours. Cell phones should be turned off during work hours. Use of computer and other portable electronic devices is to be limited to work purposes only. Students are not to use computers or Internet for social networking, shopping, gaming, or visiting websites that do not pertain to work assignments. If a student chooses to carry their personal laptop or other portable electronic device to the supervised practice site, use of that item during practice experience work hours will be limited to work tasks only.

Smoking

The University of Saint Francis is a tobacco free campus. Smoking and/or the use of tobacco products are prohibited on campus. Smoking is prohibited during all supervised practice experiences. Smokers should be aware of the offensive odor left on their breath and clothes and take appropriate measure prior to coming to class or practicum sites. Students may be asked to change their uniform if the odor from the smoke is offensive. Health professionals should set a good example and not smoke.

Evaluation by Preceptors

At the end of each rotation, the preceptor will evaluate student performance using forms provided. The preceptor will review the student evaluation with the student and then send the form back to the Program Director. The Program Director keeps them on file for review. A sample form is included in the Appendices.

Student Evaluation of Preceptors

Students are asked to evaluate each of their preceptors at the end of each rotation. The forms are to be turned into the Program Director. This information is for the Program Director's use and is kept confidential. A sample form is included in the Appendices.

Professional Behavior

1. Call the supervised practice site 1-2 weeks prior to the start of your supervised practice experience, in order to remind them that you are coming and to confirm start date and time, dress code, parking arrangements, etc.
2. Wear appropriate business attire and name tag, as directed by the supervised practice site.
3. Be on time every day and report to the person or unit to whom you were directed. If that individual is not present or available, make your presence known to someone else in the office. Similarly, do not plan to leave the facility early unless someone in authority has given you permission to do so.
4. Introduce yourself to everyone you meet. You never know when you will meet these people again. They may be your new employer. Get to know other health care professionals. You can make lifelong friends who might help you with your career in the future.
5. Even though you are interning in the supervised practice site, remember that you are not a regular employee. Please practice courtesy and respect to all employees. If you are having a concern or a problem during your supervised practice experience, please contact your preceptor or the Program Director.
6. Approach your supervised practice experience proactively. Ask questions of organization personnel. Ask what you can do to be useful, if you have time on your hands. Also, request certain experiences, if you think they are within your capabilities and would enhance your learning experience in the organization.
7. Learn and follow all organization policies and procedures. When in doubt, ASK!
8. Follow instructions and listen when someone talks to you. Be precise and accurate in all your work.
9. Know your limitations. There are certain things that you cannot do. Do not be afraid to acknowledge your limitations. If you feel uncomfortable doing something, discuss this with your supervisor.
10. Remember that, as part of your work, you may have access to information that is confidential. Be sure to consult with your preceptor about the types of information to which you may have access, and the types of information that are off-limits to you, as well as about any procedures for protecting confidentiality.
11. A certain amount of routine and tedious work comes with any position. It is appropriate for you to carry out such tasks as typing, filing and making copies, just as others in the professional world do. It is only when you are asked to do these things far more than others in the agency, compromising your opportunities for exposure to the organization's full range of other functions, that you should be concerned.

12. Do not abuse your position in the organization by requesting any days off, time off to run personal errands, etc. If you are sick or must be late to work, be sure to call and notify the appropriate person at the site within 30 minutes of the start of the shift.
13. Do not use office telephone, computer, fax machine or other office supplies or facilities for personal (including academic) purposes unless you have been granted permission to do so. Limit personal communication to emergencies only.

Student and Preceptor Complaints

The USF CPD, is committed to treating all students and preceptors fairly in regard to their personal and professional concerns.

In the event of a grade dispute, the student is advised to contact the course instructor. If the matter is not resolved to the student's satisfaction, contact the Department of Kinesiology and Nutrition Chair, followed by the Dean of the School of Arts and Sciences. The grade appeals process is outlined in the Student Handbook at: <https://www.sf.edu/campus-life/handbooks/>.

It is the intent of the Program Director to maintain effective procedures for responding to student and preceptor concerns and complaints about the program. However, if a student or preceptor believes that additional involvement is needed, the University of Saint Francis Student Complaint Resolution guidelines should be followed. Information is available at: <https://accreditation.sf.edu/student-complaint-resolution/>. The process begins by informing the Program Director in writing of the issue. If the individual does not find resolution with the Program Director, the individual should file a written statement of the complaint with the next level supervisor, the Department of Kinesiology and Nutrition Chair, followed by the Dean of the School of Arts and Sciences, and so on.

Students may submit complaints directly to ACEND only after all other options with the program and institution have been exhausted and the issue cannot be resolved. Complaints may be sent to ACEND staff at:

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
Phone: 800/877-1600 X 5400
Fax: 312/899-4817
Email: ACEND@eatright.org

As required by ACEND, the USF CPD will maintain for a period of seven years a chronological record of student complaints related to the ACEND accreditation standards and the resolution of those complaints.

Retention and Remediation

To remain in the CPD, students must maintain a semester GPA of 3.0 in required coursework. Additionally, students must earn a B or proficient at each supervised practice experience, as evaluated by each preceptor. Students failing a supervised practice experience may be asked to repeat that experience or complete remedial work determined by the Program Director. Grades earned during the initial supervised practice experience will be recorded as incomplete until the extended experience is complete. Students failing two or more supervised practice experiences may be dismissed from the

program. Students with minimal chances of success in the practice experiences will be counseled into career paths that are appropriate to their ability.

Discipline and Termination

Students in the USF CPD are expected to conduct themselves in a professional manner at all times and practice following the USF Standards of Conduct, the AND Code of Ethics, and the AND Standards of Professional Practice and Professional Performance. Unprofessional conduct includes but is not limited to:

1. Verbal or written abuse of the program, program director, preceptor, or any individual served by the supervised practice site to which the student is assigned
2. Interference with the completion of the evaluation process
3. Consistent inability to work with those individuals served by the supervised practice site to which the student is assigned
4. Inability to follow USF CPD policies and procedures, as stated in this handbook

If a student's actions are deemed to be outside the realm of the guidelines of these documents, the student will be removed from the situation and individually counseled and educated to correct the situation. Following the student's statement of understanding, the student will be returned to the supervised practice site at a time determined by the Program Director. If a student's actions continue in a manner inconsistent with the behaviors set forth in the documents specified above, the student will be dismissed from the program.

Privacy Rights and Access to Personal Files

Students have a right to access to their own program files that are maintained in the office of the USF CPD Program Director.

University of Saint Francis is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA) which is designed to protect the student's rights with regard to educational records maintained by the institution. Under this Act, a student has the following rights:

1. the right to inspect and review education records maintained by this institution that pertain to the student;
 2. the right to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights; and
 3. the right to control disclosures from the education records with certain exceptions.
- program audit. <https://www.sf.edu/campus-life/handbooks>

Forms, such as the Registration Eligibility Application Form and the Transcript Degree/Confirmation Release Form provided by the CDR will be completed during the exit appointment with Program Director and will be maintained by USF CPD indefinitely and well as to be provided to CDR in the event of a program audit.

Maximum Amount of Time Allowed to Complete the Coordinated Program in Dietetics and MHA

Most students can expect to complete the CPD within four semesters and one summer session. This includes 3 semester of full time practicum work. An additional three semesters of master level classes will need to be completed to obtain the MHA. After the student is accepted into the CPD, the maximum amount of time allowed for completing the program requirements is 7.5 years (150% of the time planned for completion) including the MHA. Arrangements for the extended experience will be completed by the program director, in cooperation with preceptors and the student.

Coordinated Program in Dietetics/MHA Completion Requirements

Students have successfully completed the CPD and will be eligible to take the registration examination for dietitians after:

1. Completing the 125 undergraduate credit hours.
2. Successfully completing a minimum of 1200 hours of supervised practice experience (USF Program completes 1350 hours), earning a minimum grade of B or proficient when evaluated by each preceptor at each supervised practice site.
3. Complete the MHA 36 credit hours.
4. Receiving a Verification Statement of successful completion of the Coordinated Program in Dietetics from the Program Director.

Verification Statement

At completion of the CPD, the Program Director will verify student's eligibility status with the Commission on Dietetic Registration (CDR), the credentialing agency of the Academy of Nutrition & Dietetics, which will allow qualified candidates to take the Registration Examination for Dietitians. For more information about Verification Statements, visit

<http://www.eatrightpro.org/resource/acend/program-directors/program-directors-faqs/faqs-about-verification-statements>

Students should meet with the Program Director after all program requirements are completed to provide all the necessary information and signatures required for CDR.

Licensure for Registered Dietitians

Upon passing the Registration Examination for Dietitians, students will be eligible to practice as a registered dietitian. Registered dietitians practicing in the state of Indiana must be Licensed with the State of Indiana; many other states also require licensure or certification. For more information on Certification for Registered Dietitians in the State of Indiana, visit:

http://www.in.gov/pla/files/IDCB_2013_Edition.pdf

Program Graduate Feedback

After completing the CPD, program graduates will also be asked to complete the Program Graduate Survey. The survey asks graduates to assess the CPD and report on the passage of the RD exam, employment, continuing education, and community service. This information is very important and is used to help improve the CPD, as well as findings are reported to ACEND.

Non-Discrimination Statement

In its employment practices, selection of students, and administration of all programs, the University of Saint Francis maintains a policy of non-discrimination regarding age, race, creed, national origin, religion, gender, disability, genetics, and veteran status. The University has appointed the Dean of Students to serve as the coordinator of compliance with Title IX. Student inquiries or complaints should be directed to the Dean of Students/Title IX Coordinator (260-399-7700 ext. 6745 Trinity Hall Room 133).

Appendices

- A. Core Knowledge and Competencies for the RDN; Health Promotion Concentration Competencies
- B. Preceptor Evaluation of Students
- C. Student Evaluation of Preceptors/Sites
- D. Acknowledgment of University of Saint Francis Coordinated Program in Dietetics Policy & Procedure Handbook

Appendix A: Core Knowledge and Competencies for the Registered Dietitian Nutritionist

KRDN – Core Knowledge CRDN – Practice Competencies

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

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.

- 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.

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

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 interprofessional relationships in various practice settings.

KRDN 2.3: Assess the impact of a 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 the 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: Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7: Demonstrate 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 of the importance and expectations of a professional in mentoring and precepting others.

- 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 Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and 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 and develop goals for self-improvement throughout the program.
- CRDN 2.13: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 2.14: Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CRDN 2.15: Practice and/or role play mentoring and precepting others.

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

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 processes involved in delivering quality food and nutrition services.

KRDN 3.5: Describe basic concepts of nutritional genomics.

- 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 communication skills for clinical and customer services in a variety of formats and settings.
- CRDN 3.4: Design, implement and evaluate presentations to a 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 counseling 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.

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

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 relation 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.

- 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 services to obtain reimbursement for public or private payers, fee-for-service and value-based payment systems.
- CRDN 4.10: Analyze the risk nutrition and dietetics practice.

Health Promotion Concentration Competency

Concentration 1.1: Plan, develop, implement, and evaluate a community based health promotion event.

Concentration 2.1: Evaluate a health promotion program and make recommendations for improvement.

Appendix B
University of Saint Francis Coordinated Program in Dietetics
Food Service Management Midterm and Final Evaluation

Student:

Preceptor:

Rotation:

Date of Evaluation:

Evaluation Cycle (circle one): Mid-rotation **or** End of Rotation

Ratings Scale4 – **Exemplary:** consistently evident; student competent to complete independently3 – **Proficient:** evident, but could be improved; student competent to complete with minimal assistance2 – **Basic:** shows some evidence; student needs action plan for improvement1 – **Unsatisfactory:** shows little to no evidence; student requires remediationNA – **Not Observed**

Scientific and Evidence Base of Practice: Integration of scientific information and research into practice.						
	<i>Competency</i>	4	3	2	1	NA
	<i>Student is able to:</i>					
1.1	Select indicators of program quality and/or customer service and measure achievement of objectives. <i>Comments:</i>					
1.2	Apply evidence-based guidelines, systematic reviews and scientific literature. <i>Comments:</i>					
1.3	Justify programs, products, services and care using appropriate evidence or data. <i>Comments:</i>					
1.5	Conduct projects using appropriate research methods, ethical procedures and data analysis. <i>Comments:</i>					
1.6	Incorporate critical-thinking skills in overall practice. <i>Comments:</i>					
Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.						
	<i>Competency</i>	4	3	2	1	NA
	<i>Student is able to:</i>					
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. <i>Comments:</i>					
2.3	Demonstrate active participation, teamwork and contributions in group settings. <i>Comments:</i>					
2.5	Assign duties to NDTRs and/or support personnel as appropriate. <i>Comments:</i>					
2.7	Apply leadership skills to achieve desired outcomes. <i>Comments:</i>					
2.8	Demonstrate negotiation skills. <i>Comments:</i>					
2.9	Participate in professional and community organizations. <i>Comments:</i>					
2.10	Demonstrate professional attributes in all areas of practice. <i>Comments:</i>					
2.11	Show cultural competence/sensitivity in interactions with clients, colleagues and staff. <i>Comments:</i>					
2.12	Perform self-assessment, develop goals for self-improvement throughout the program. <i>Comments:</i>					
Clinical and Customer Service: Development and delivery of information, products and services to individuals, groups and populations.						
	<i>Competency</i>	4	3	2	1	NA
	<i>Student is able to:</i>					
3.3	Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings. <i>Comments:</i>					

3.4	Design, implement and evaluate presentations to a target audience. <i>Comments:</i>					
3.9	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources. <i>Comments:</i>					
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. <i>Comments:</i>					
Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organization.						
	<i>Competency</i>	4	3	2	1	NA
	<i>Student is able to:</i>					
4.1	Participate in management of human resources. <i>Comments:</i>					
4.2	Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food. <i>Comments:</i>					
4.3	Conduct clinical and customer service quality management activities. <i>Comments:</i>					
4.4	Apply current nutrition informatics to develop, store, retrieve and disseminate information and data. <i>Comments:</i>					
4.5	Analyze quality, financial and productivity data for use in planning. <i>Comments:</i>					

4.6	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment. <i>Comments:</i>					
4.7	Conduct feasibility studies for products, programs or services with consideration of costs and benefits. <i>Comments:</i>					
4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies. <i>Comments:</i>					

Major Strengths:

Areas Needing Improvement:

Student Comments:

At this point in the supervised practice the student is able to perform (circle one):

- Staff assistance – 50% of dietitian’s usual work
- Independent work – ability to assume the majority of entry-level practitioner work

Number of days the student was late or absent during rotation.

Signature of Preceptor:

Date:

Signature of Student:

Date:

**University of Saint Francis Coordinated Program in Dietetics
Clinical Medical Nutrition Therapy Midterm and Final Evaluation**

Student:

Preceptor:

Rotation:

Date of Evaluation:

Evaluation Cycle (circle one): Mid-rotation **or** End of Rotation

Ratings Scale

4 – **Exemplary:** consistently evident; student competent to complete independently

3 – **Proficient:** evident, but could be improved; student competent to complete with minimal assistance

2 – **Basic:** shows some evidence; student needs action plan for improvement

1 – **Unsatisfactory:** shows little to no evidence; student requires remediation

NA – Not Observed

Scientific and Evidence Base of Practice: Integration of scientific information and research into practice.						
	<i>Competency</i>	4	3	2	1	NA
	<i>Student able to:</i>					
1.1	Select indicators of program quality and/or customer service and measure achievement of objectives. <i>Comments:</i>					
1.2	Apply evidence-based guidelines, systematic reviews and scientific literature. <i>Comments:</i>					
1.3	Justify programs, products, services and care using appropriate evidence or data. <i>Comments:</i>					
1.4	Evaluate emerging research for application in nutrition and dietetics practice. <i>Comments:</i>					
1.5	Conduct projects using appropriate research methods, ethical procedures and data analysis. <i>Comments:</i>					
1.6	Incorporate critical-thinking skills in overall practice. <i>Comments:</i>					

Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian level of practice.						
	<i>Competency</i>	4	3	2	1	NA
	<i>Student able to:</i>					
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. <i>Comments:</i>					
2.2	Demonstrate professional writing skills in preparing professional communications. <i>Comments:</i>					
2.3	Demonstrate active participation, teamwork and contributions in group settings. <i>Comments:</i>					
2.4	Function as a member of interprofessional teams. <i>Comments:</i>					
2.5	Assign duties to NDTRs and/or support personnel as appropriate. <i>Comments:</i>					
2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. <i>Comments:</i>					
2.7	Apply leadership skills to achieve desired outcomes <i>Comments:</i>					
2.8	Demonstrate negotiation skills. <i>Comments:</i>					
2.9	Participate in professional and community organizations.					

	<i>Comments:</i>					
2.10	Demonstrate professional attributes in all area of practice. <i>Comments:</i>					
2.11	Show cultural competency/sensitivity in interactions with clients, colleagues and staff. <i>Comments:</i>					
2.12	Perform self-assessment, develop goals for self-improvement throughout the program. <i>Comments:</i>					
Clinical and Customer Service: Development and delivery of information, products and services to individuals, groups and populations.						
	<i>Competency</i>	4	3	2	1	NA
	<i>Student able to:</i>					
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. <i>Comments:</i>					
3.2	Conduct nutrition focused physical exams. <i>Comments:</i>					
3.3	Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings. <i>Comments:</i>					
3.4	Design, implement and evaluate presentation to a target audience. <i>Comments:</i>					
3.5	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience. <i>Comments:</i>					
3.6	Use effective education and counseling skills to facilitate behavior change.					

	<i>Comments:</i>					
3.8	Deliver respectful, science-based answers to consumer questions concerning emerging trends. <i>Comments:</i>					
Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organization.						
	<i>Competency</i>	4	3	2	1	NA
	<i>Student able to:</i>					
4.3	Conduct clinical and customer service quality management activities. <i>Comments:</i>					
4.4	Apply current informatics to develop, store, retrieve and disseminate information and data. <i>Comments:</i>					
4.9	Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems. <i>Comments:</i>					
4.10	Analyze risk in nutrition and dietetics practice. <i>Comments:</i>					

Major Strengths:**Areas Needing Improvement:****Student Comments:****At this point in the supervised practice the student is able to perform (circle one):**

- Staff assistance – 50% of dietitian’s usual work
- Independent work – ability to assume the majority of entry-level practitioner work

Number of days the student was late or absent during rotation.**Signature of Preceptor:****Date:****Signature of Student:****Date:**

**University of Saint Francis Coordinated Program in Dietetics
Community Nutrition Midterm and Final Evaluation**

Student:

Preceptor:

Rotation:

Date of Evaluation:

Evaluation Cycle (circle one): Mid-rotation **or** End of Rotation

Ratings Scale4 – **Exemplary:** consistently evident; student competent to complete independently3 – **Proficient:** evident, but could be improved; student competent to complete with minimal assistance2 – **Basic:** shows some evidence; student needs action plan for improvement1 – **Unsatisfactory:** shows little to no evidence; student requires remediation**NA – Not Observed**

Scientific and Evidence Base of Practice: Integration of scientific information and research into practice.						
	<i>Competency</i>	4	3	2	1	NA
	<i>Student is able to:</i>					
1.1	Select indicators of program quality and/or customer service and measure achievement of objectives. <i>Comments:</i>					
1.2	Apply evidence-based guidelines, systematic reviews and scientific literature. <i>Comments:</i>					
1.3	Justify programs, products, services and care using appropriate evidence or data. <i>Comments:</i>					
1.5	Conduct projects using appropriate research methods, ethical procedures and data analysis. <i>Comments:</i>					
1.6	Incorporate critical-thinking skills in overall practice. <i>Comments:</i>					
Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian level of practice.						
	<i>Competency</i>	4	3	2	1	NA
	<i>Student is able to:</i>					
2.1	Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with					

	<p>accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics.</p> <p><i>Comments:</i></p>					
2.2	<p>Demonstrate professional writing skills in preparing professional communications.</p> <p><i>Comments:</i></p>					
2.3	<p>Demonstrate active participation, teamwork and contributions in group settings.</p> <p><i>Comments:</i></p>					
2.4	<p>Function as a member of interprofessional teams.</p> <p><i>Comments:</i></p>					
2.6	<p>Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.</p> <p><i>Comments:</i></p>					
2.7	<p>Apply leadership skills to achieve desired outcomes.</p> <p><i>Comments:</i></p>					
2.8	<p>Demonstrate negotiation skills.</p> <p><i>Comments:</i></p>					
2.9	<p>Participate in professional and community organizations.</p> <p><i>Comments:</i></p>					
2.10	<p>Demonstrate professional attributes on all area of practice.</p> <p><i>Comments:</i></p>					
2.11	<p>Show cultural competence/sensitivity in interactions with clients, colleagues and staff.</p> <p><i>Comments:</i></p>					
2.12	<p>Perform self-assessment, develop goals for self-improvement throughout the program.</p> <p><i>Comments:</i></p>					

2.14	Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession. <i>Comments:</i>					
Clinical and Customer Service: Development and delivery of information, products and services to individuals, groups and populations.						
	<i>Competency</i> <i>Student is able to:</i>	4	3	2	1	NA
3.3	Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings. <i>Comments:</i>					
3.4	Design, implement and evaluate presentations to a target audience. <i>Comments:</i>					
3.5	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience. <i>Comments:</i>					
3.7	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management. <i>Comments:</i>					
3.8	Deliver respectful, science-based answers to consumer questions concerning emerging trends. <i>Comments:</i>					
Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organization.						
	<i>Competency</i> <i>Student is able to:</i>	4	3	2	1	NA
4.7	Conduct feasibility studies for products, programs or services with consideration of costs and benefits. <i>Comments:</i>					
4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies. <i>Comments:</i>					

4.9	Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems. <i>Comments:</i>					
4.10	Analyze risk in nutrition and dietetics practice. <i>Comments:</i>					
Health Promotion Concentration.						
	<i>Competency</i>	4	3	2	1	NA
	<i>Student is able to:</i>					
1.1	Plan, develop, implement, and evaluate a community based health promotion event <i>Comments:</i>					
2.1	Evaluate a health promotion program and make recommendations for improvement <i>Comments:</i>					

Major Strengths:

Areas Needing Improvement:

Student Comments:

At this point in the supervised practice the student is able to perform (circle one):

- Staff assistance – 50% of dietitian’s usual work
- Independent work – ability to assume the majority of entry-level practitioner work

Number of days the student was late or absent during rotation.

Signature of Preceptor:

Date:

Signature of Student:

Date:

**University of Saint Francis Coordinated Program in Dietetics
Special Interest Midterm and Final Evaluation**

Student:

Preceptor:

Rotation:

Date of Evaluation:

Evaluation Cycle (circle one): Mid-rotation or End of Rotation

Ratings Scale

4 – **Exemplary:** consistently evident; student competent to complete independently

3 – **Proficient:** evident, but could be improved; student competent to complete with minimal assistance

2 – **Basic:** shows some evidence; student needs action plan for improvement

1 – **Unsatisfactory:** shows little to no evidence; student requires remediation

NA – Not Observed

Scientific and Evidence Base of Practice: Integration of scientific information and research into practice.						
	<i>Competency</i>	4	3	2	1	NA
	<i>Student able to:</i>					
1.1	Select indicators of program quality and/or customer service and measure achievement of objectives. <i>Comments:</i>					
1.2	Apply evidence-based guidelines, systematic reviews and scientific literature. <i>Comments:</i>					
1.5	Conduct projects using appropriate research methods, ethical procedures and data analysis. <i>Comments:</i>					
1.6	Incorporate critical-thinking skills in overall practice. <i>Comments:</i>					
Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian level of practice.						
	<i>Competency</i>	4	3	2	1	NA
	<i>Student able to:</i>					
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. <i>Comments:</i>					
2.2	Demonstrate professional writing skills in preparing professional communications. <i>Comments:</i>					
2.3	Demonstrate active participation, teamwork and contributions in group settings. <i>Comments:</i>					

2.4	Function as a member of interprofessional teams. <i>Comments:</i>					
2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. <i>Comments:</i>					
2.7	Apply leadership skills to achieve desired outcomes <i>Comments:</i>					
2.8	Demonstrate negotiation skills. <i>Comments:</i>					
2.9	Participate in professional and community organizations. <i>Comments:</i>					
2.10	Demonstrate professional attributes in all area of practice. <i>Comments:</i>					
2.11	Show cultural competency/sensitivity in interactions with clients, colleagues and staff. <i>Comments:</i>					
2.12	Perform self-assessment, develop goals for self-improvement throughout the program. <i>Comments:</i>					
2.13	Prepare a plan for professional development according to Commission on Dietetic Registration guidelines. <i>Comments:</i>					
2.14	Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession. <i>Comments:</i>					
2.15	Practice and/or role play mentoring and precepting others. <i>Comments:</i>					
Clinical and Customer Service: Development and delivery of information, products and services to individuals, groups and populations.						
	<i>Competency</i>	4	3	2	1	NA
	<i>Student able to:</i>					
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. <i>Comments:</i>					

3.2	Conduct nutrition focused physical exams. <i>Comments:</i>					
3.3	Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings. <i>Comments:</i>					
3.4	Design, implement and evaluate presentation to a target audience. <i>Comments:</i>					
3.5	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience. <i>Comments:</i>					
3.6	Use effective education and counseling skills to facilitate behavior change. <i>Comments:</i>					
3.7	Develop and deliver products, program or services that promote consumer health, wellness and lifestyle management. <i>Comments:</i>					
3.8	Deliver respectful, science-based answers to consumer questions concerning emerging trends. <i>Comments:</i>					
Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organization.						
	<i>Competency</i>	4	3	2	1	NA
	<i>Student able to:</i>					
4.3	Conduct clinical and customer service quality management activities. <i>Comments:</i>					
4.9	Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems. <i>Comments:</i>					
4.10	Analyze risk in nutrition and dietetics practice. <i>Comments:</i>					
Health Promotion						
	<i>Competency</i>	4	3	2	1	NA
	<i>Student able to:</i>					
1.1	Plan, develop, implement, and evaluate a community based health promotion event. <i>Comments:</i>					

2.1	Evaluate a health promotion program and make recommendations for improvement. <i>Comments:</i>					
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Major Strengths:

Areas Needing Improvement:

Student Comments:

At this point in the supervised practice the student is able to perform (circle one):

- Staff assistance – 50% of dietitian's usual work
- Independent work – ability to assume the majority of entry-level practitioner work

Number of days the student was late or absent during rotation.

Signature of Preceptor:

Date:

Signature of Student:

Date:

Appendix C
University of Saint Francis Coordinated Program in Dietetics
Rotation/Preceptor Evaluation

This form is to be completed at the end of each rotation or each facility and/or preceptor change within a rotation. Information will be kept confidential and will be used as a composite feedback to rotations/preceptors after the supervised practice is completed.

Rotation:

Preceptor's Name:

Rotation Dates:

Hours spent with Preceptor:

Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1.Orientation Explained rotation objectives					
Explained facility/unit policies					
Reviewed evaluation procedures and guidelines					
2.Provision of learning experience Planned appropriate experiences to meet objectives					
Provided appropriate supervision					
Provided guidance on performance					
Provided guidance on rotation assignments					
3.Communication Stimulated questions					
Communicated Effectively					
Provided constructive/timely evaluation					
Provided feedback at midpoint					
4.Professional qualities Was up to date on dietetics					
Was professional in manner					
Enjoyed teaching students					

Please check all the interdisciplinary areas you were exposed to during this rotation.

Physicians	Pharmacy	Speech/Occupational/Physical Therapy
Nursing	Respiratory Therapy	Social Work/Case Management
Management	Other areas, please list:	

Please comment on strengths and areas of improvement of the rotation:

If you could change anything about this rotation it would be:

Additional information a future student should know about this site (parking, meals, dress code, etc):

Student Signature:

Date:

Appendix D
Acknowledgment of University of Saint Francis
Coordinated Program in Dietetics
Student Policy & Procedure Handbook

As a student enrolled in the USF Coordinated Program in Dietetics, I acknowledge that I have received the USF Coordinated Program in Dietetics Student Policy & Procedure Handbook, and agree that I have read and understand the policies and procedures it contains. I agree to abide by all policies and practices set forth in therein.

Student

Date

