

# **2023-2024 Student Handbook**

## **MS Community-Medical Dietetics**

### **Coordinated Program**

**43<sup>rd</sup> Edition**



**Nutrition & Dietetics Department, Community-Medical Dietetics Program**  
**Viterbo University, 900 Viterbo Dr., La Crosse, WI 54601**

## **PREFACE**

As a student entering the Community-Medical Dietetics Program at Viterbo University, you undoubtedly have many questions regarding the program, its history, its underlying philosophy, and some of the policies and procedures that will govern your life as a dietetic student. Therefore, this handbook has been prepared by the faculty to better acquaint you with the program and to serve as a reference for future years.

Please take this handbook seriously: you are responsible for the information contained within. Communication between students and faculty is an important and vital component of the ongoing evaluation of Community-Medical Dietetics at Viterbo. If you have any suggestions on how this student handbook can be improved, we invite your comments.

At the end of this handbook is a form for your signature verifying you 1) have read this handbook, 2) understand its content, and 3) will comply with policy and content in this handbook. By the end of the first week of class this signed form must be handed into the Program Director.

**Nutrition & Dietetics Department Coordinated Program**

**Viterbo University**

900 Viterbo Dr, La Crosse, WI 54601-4797

43<sup>rd</sup> Edition, 2023-2024

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## **Subject: The Community-Medical Dietetic Patch and Pin**

Symbolism:

Triangle Figures—The family (community)

Caduceus—Medicine

Pot and utensils—Food preparation

Wheat—Staff of life

Colors:

Blue - Health

Red - Life-giving

Brown - Of the earth

Gold - Professional ethics



Designed by Linda Wettstein  
Class of 1977

**\*NOTE: Community Medical Dietetics patch should be sewn on the left upper arm of the lab coat**

# **I. Introduction**

## **Subject: History Leading to Coordinated Programs (CP)**

Traditionally, the education of dietitians was a two-phase process. First, the student in dietetics was educated in a college that offered a degree in home economics and the student earned the degree with an emphasis in food and nutrition. This college education consisted of traditional classroom learning with little or no practical experience. Following the baccalaureate degree, the student participated in a dietetic internship at a hospital or food service institution. The purpose of an internship was to give the student practical experience typically consisting of twelve months of on-the-job training. Upon completion of both the baccalaureate degree and the dietetic internship, the student was eligible to take the registration exam and become a member of what is now known as Academy of Nutrition and Dietetics.

Today, Community-Medical Dietetics at Viterbo is one of 61 programs accredited by the Accreditation Council for Education in Nutrition and Dietetics to coordinate the didactic and clinical undergraduate education of students desiring to become a Registered Dietitian Nutritionist (RDN). Upon completion of the program, the student not only receives the degree "Master of Science in Community-Medical Dietetics," but is also eligible for membership in the Academy of Nutrition and Dietetics and to take the registration examination for the certification of professional status to become an RDN.

## **Subject: Philosophy of Community-Medical Dietetics**

Health care is a dynamic, changing part of our society, and dietetics, as an integral component of the health care system, is a changing profession. One of the important changes that have taken place in the last few years is the growing importance of prevention and not just treatment of disease. There is an amazing growth of outpatient clinics, public health agencies, and health education programs aimed at the prevention of disease and promotion of general "good health." There is, therefore, a growing need to provide comprehensive nutritional care for communities.

A community-medical dietetics curriculum combines the knowledge and skills of both the hospital and community dietitians to meet societal demands for comprehensive nutritional care. A graduate of the program is a professional member of the health care team, and as a professional person has been trained to make decisions based upon a body of current scientific knowledge and acquired skills.

## **Subject: Definition of the Community-Medical Dietitian**

The community-medical dietitian is a member of the healthcare team and promotes health through nutrition. The community-medical dietitian assesses nutritional needs, applies management skills in the control and prevention of illness, and utilizes communication and education skills to assist individuals and groups to assume responsibility for their own health care.

## **Subject: Program Mission**

The Viterbo University Coordinated Program provides didactic and supervised practice experiences aligned with the Accreditation Council for Education in Nutrition and Dietetics 2022 Accreditation Standards. It prepares students to be Registered Dietitian Nutritionists for faithful service and ethical leadership.

## **Subject: Statement of Equal Opportunity**

As with Viterbo University at large, the Nutrition and Dietetics Department admits qualified students to all rights, privileges, programs, and activities within the department. The department does not discriminate on the basis of race, creed, color, sex, national origin, religion, marital status, age, disability, or sexual orientation in the administration of any of its stated policies or procedures or those of the University.

## **Subject: Accreditation**

The Community-Medical Dietetic Coordinated Program at Viterbo University is currently granted continuing accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606. The ACEND phone number is 1-800-877-1600.

## **Subject: Notice of Opportunity to File Complaints with the Accreditation Council for Education in Nutrition and Dietetics**

The Accreditation Council for Education in Nutrition and Dietetics will review complaints that relate to a program's compliance with accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation standards and ACEND's policy and procedure for submission of complaints can be found on the Academy of Nutrition and Dietetics website ([www.eatright.org/acend](http://www.eatright.org/acend)) under Accreditation/Dietetics Education.

## **Subject: Resolutions to Student Concerns (as stated in the VU Student Handbook)**

### **GRADE APPEALS**

When a student has a dispute over a grade in a class and cannot resolve that dispute with the instructor, the informal and formal grade appeal process should be followed as outlined in the VU Student Handbook and Planner.

Viterbo University provides several means by which student complaints and grievances may be addressed. In all cases, students are advised to put their concerns in writing and carefully document the events that led to the complaint or grievance. Concerns should be expressed as soon as possible after the event occurs; some of the procedures below have specific deadlines for filing grievances or complaints.

If a student is uncertain to whom or where to address other concerns, the student may contact the Vice President for Student Development at 608-796-3825 at the Student Development Center (936 Franciscan Way). The Vice President or designee will help the student in resolving the concern or refer the student to the appropriate university official or office better able to address the matter. Departments with contact information on the following page.

<b>Concern</b>	<b>Related Policy</b>	<b>Person</b>	<b>Location</b>	<b>Phone</b>
Academic Integrity	Academic Integrity Policy	VP for Academic Affairs	230 Murphy Center	608-796-3080
Accessibility And Disabilities	ADA Statement	Director of Academic Resource Center or Title IX Coordinator	332 Murphy Center or 214 Murphy Center	608-796-3194
Code of Student Conduct Violation	Code of Student Conduct	VP for Student Development	Student Development Center	608-796-3801
Computer Services	Computer Policies, Code of Student Conduct	Help Desk 301	Murphy Center	608-796-3870
Discrimination	Non-Discrimination and ADA Statements	VP for Finance and Administration	214 Murphy Center	608-796-3856
Financial Aid And Scholarships	Financial Aid Policies	Director of Financial Aid	218 Murphy Center	608-796-3900
Grade Appeals	Grade Appeals Policy	Registrar	204 Murphy Center	608-796-3184
Housing & Residence Life	Residence Life Policies	Director of Residence Life	Marian Hall	608-706-3825
Intercollegiate Athletics	Athletics and NAIA Regulations	Director of Athletics	Varsity Athletics Center	608-796-3811
Miscellaneous, Other	Student Complaints Procedure	Vice President for Student Development	Student Development Center	608-796-3801
Parking	Parking Policy	Asst. Director of Physical Plant	Physical Plant Building	608-796-3923
Sexual Harassment	Sexual Misconduct Policy, Code of Student Conduct	VP for Student Development	Student Development Center	608-796-3801
Sexual Misconduct	Sexual Misconduct Policy, Code of Student Conduct	VP for Student Development	Student Development Center	608-796-3801
Student Accounts, Billing	Payment Policy	Director of Student Billing and Accounts Receivable	214 Murphy Center	608-790-3855

If the student's concern is not shown on the chart and/or if the student does not desire to resolve the matter informally, the student should write out the concern and discuss it with the faculty or staff member in a conference within ten days of the incident. The faculty or staff member will try to resolve the issue equitably and informally. The University's objective is to resolve complaints as quickly and efficiently as possible and at the level closest to the student.

If the response by faculty or staff member is not satisfactory, the student may notify the next level of university administration (e.g. supervisor, department chairperson, director, dean or vice president). Students should submit their concerns in writing to the next-level administrator as quickly as possible. Written complaints should include name, date, contact information, and nature of the concern.

## Subject: Program Goals and Outcomes

At least 80% of program students complete program/degree requirements within 1 year of the first attempt (150% of the program length)".
Of graduates who seek employment, 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
Eighty percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
The program's one-year pass rate (graduates who pass the registration exam within one year of the first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%".
Within one year of graduation, 90% of employers will rate graduates as "good" or higher for the performance of the Nutrition Care Process, and use of evidence-based practice.
Within one year of graduation, at least 75% of graduates will rate themselves as "prepared" or above, for an entry-level position in the dietetics profession.
At one-year post-graduation, at least 75% of graduates will provide nutrition-specific health promotion in their job or as a volunteer.

*\*Program assessment outcomes are available upon request to the Coordinated Program Director.*

## II. Financial Information for Community-Medical Dietetic Program

### Subject: Tuition and Other Financial Responsibilities

#### Per Semester

2023-2024 Tuition (full time student)	\$ 31,600.00/per year
Student Activity Fee (full time student)	\$250.00/per year
Technology Fee	\$500.00/per year
Background Check Fee	\$45.00/year

### Subject: Withdrawal and Refund of Tuition and Fees

The official course schedule gives exact dates for refund of tuition and fees upon withdrawal from the Program and/or courses. In general, withdrawal during week 1 – a 100% refund; withdrawal during weeks 2-4 - 50% refund; withdrawal weeks 5-8 – 25% refund; withdrawal after week 8 of each semester – no refund. Refunds for courses which are not fifteen-week courses will be prorated.

### Subject: Financial Responsibilities Beyond Viterbo University Expenses

- General needs: lab coats, patch (\$75.00). Check with preceptors to see if required.
- Blood pressure cuff and stethoscope (\$60.00) (Optional)
- Transportation to and from clinical assignments: (~\$1000.00+/semester)
- Educational aids such as flash drives, calculator, paper, pens, and other supplies for nutrition education, copying costs for nutrition education handouts, etc. (\$250.00)
- Textbooks: approximately (\$400.00) per semester
- Academy of Nutrition and Dietetics Member fee (student member \$58.00)
- Fourth/Fifth-year registration for RD exam review ~ \$350.00.
- Learning packets essential to fourth-year dietetic courses—costs approximately \$40 per semester
- SDA Club dues (about \$5.00/year)

- Commission on Dietetic Registration (CDR) Examination Study Guide (\$65) (Optional)
- Professional Liability Insurance (\$35.00) (see next section in this handbook)
- Health Insurance: See Health Requirements Section III in this handbook.

At the end of the fifth year, there are additional expenses:

- Academy of Nutrition and Dietetics membership processing to the “active” category from the student membership--\$108 (optional, but strongly recommended). Initial membership (not having been a student member) is \$216.00.
- RD exam fee: \$200.00

## **Subject: Liability Insurance/Auto Insurance**

Viterbo University requires Community Medical Dietetics students in the professional phase to purchase professional liability insurance. Professional liability insurance is available to students through Maginnis and Associates, Chicago, IL 60604 (1-800-621-3008).

Viterbo University has liability insurance to protect the student, as well, while engaged in required supervised practice activities: this means if a client is harmed due to the act (during supervised practice) of a student and that client sues, you are covered as long as you are engaged in educational activity.

If a student is a passenger in a Viterbo University-owned vehicle (and that vehicle is being operated by a university employee or authorized individual), the student is covered (i.e., medical costs) by the University's auto insurance policy. If a student is authorized to operate a university vehicle (required pre-approval by the university Business Office), the liability coverage in the university's auto insurance policy is effective for the student operator. Aside from the previous two situations, the University provides no insurance for students in transit to/from clinical sites.

## **Subject: Scholarship, Financial Aid**

Viterbo University offers several types of student scholarships, loans, and grants to qualifying students. The office of the Director of Financial Aid is located on the second floor of Murphy Center. The staff of this office is interested in seeing that all students with desire and ability are not prevented from obtaining a degree due to financial need.

The Academy of Nutrition and Dietetics also awards scholarships to deserving students on a nationwide basis. Information regarding these awards can be obtained from the Director of the Coordinated Program. The deadline for the Lori Lewis Scholarship application is the end of January (specific dates posted Moodle) of the academic year prior to awarding of the grant.

## **Subject: Housing**

- Housing: on-campus averages from double occupancy at \$2,300, to a private room at \$4,335 per semester. Off-campus rental is also available, rates are variable.
- The meal plan week begins with breakfast on Thursday and ends with dinner on Wednesday. Viterbo University Dining Service offers seven meal plan options:

Tier 1 Value (unlimited meals, \$150 V-Hawk Bucks) open to transfers, first-years or higher \$2,950  
 Tier 1 Flex (260 meals, \$250 V-Hawk Bucks) open to transfers, first-years or higher \$2,950  
 Tier 2 Value (230 meals, \$300 V-Hawk Bucks) open to transfers, sophomores or higher \$2,475  
 Tier 2 Flex (190 meals, \$400 V-Hawk Bucks) open to transfers, sophomores or higher \$2,475  
 Tier 3 Value (160 meals, \$450 V-Hawk Bucks) open to transfers, juniors, or seniors \$2,025  
 Tier 3 Flex (120 meals, \$550 V-Hawk Bucks) open to transfers, juniors, or seniors \$2,025  
 Commuter 600 (\$600 V-Hawk Bucks) is open to commuter students for \$600

For more information visit the Viterbo Business Office webpage under student Information-  
<https://www.viterbo.edu/sites/default/files/2022-11/2324%20TUITION%20SCHEDULE%20110122.pdf> .

## **Subject: Student and Professional Dietetic Organizations/Meetings**

**Student Dietetic Association (SDA).** All dietetic majors are required to belong to and be active in Viterbo University's SDA. This includes attending SDA meetings and volunteering to assist in SDA functions such as health fairs. The SDA is valuable to you in that it extends the opportunity to meet other dietetic majors, serve the community, and earn funds to pay for exam review materials, as well as attend state or national meetings. The annual membership fee is \$5.00. Officers are appointed annually, each spring.

**Academy of Nutrition and Dietetics (AND).** The Academy of Nutrition and Dietetics is the national professional organization for Registered Dietitians. As such, the Association advocates for the profession and provides resources that help its members maintain the highest standard of practice. The Academy is also the organization that provides much of the continuing education credit necessary for maintenance of the status of a Registered Dietitian Nutritionist (RDN). **Third-fourth- and fifth-year dietetic majors are required to join the Academy as student members.** As Academy members, they also become members of a state affiliate association (student designates which state). Most Viterbo dietetic students select the Wisconsin Academy of Nutrition and Dietetics (WAND). Membership applications and information are provided by the Academy website, ([eatright.org](http://eatright.org)). The Academy's membership year is June 1- May 31. **The student membership fee is \$58.**

After graduation, students are eligible for Academy membership in the "active" category. At the end of the second semester of the fifth year, the Coordinated Program Director initiate this process and assist in the application process. The AND Career Starter Dues Program offers reduced dues rates for members in their first five years of Active category membership eligibility. The graduated dues are offered in a tiered structure based on your RD/RDN eligibility date on file with the Commission on Dietetics Registration (CDR). Dues increase incrementally each year for up to five years to help you get established in the profession. The graduation date can be used in lieu of eligibility date for those who do not pursue a CDR credential.

Students are also eligible, upon completion of the Community-Medical Dietetics Program, to take the national Registration Examination for Dietitians which, if successfully completed, confers the title of Registered Dietitian Nutritionist (RDN). This affirms that they meet the standards of an entry-level dietitian and is necessary for almost all professional employment as a dietitian.

## **III. Academic Information and Responsibilities**

### **Subject: Coordinated Program Curriculum**

The Viterbo University Community-Medical Coordinated Program uses the Accreditation Council for Education in Nutrition and Dietetics 2017 Standards of Education as the foundation for its curriculum. Both the ACEND knowledge (KRDNs) and skill (CRDNs) expected student outcomes are listed in **Appendix B**. All of these educational requirements are necessary to write the Registration Exam for Dietitians; passing that exam gives you the professional credential: Registered Dietitian Nutritionist (RDN).

### **Subject: Competencies for Supervised Practice**

Supervised practice or clinical courses are designed to fulfill the competencies for the supervised practice component of entry-level dietitian programs. In the designated Supervised Practice courses, students do their supervised practice in professional settings (e.g., outpatient clinics, health departments, hospitals, nursing homes, schools, and businesses). Students are not functioning as professionals; however, they are under the supervision of a professional (Registered Dietitian Nutritionist) and are gaining experience and building competence relative to tasks that a professional performs. At no time, are students expected to replace a professional paid staff member.

For the most part, the supervised practice experiences are set up as individual courses, each of which is coordinated with a didactic course. For example, the course *Nutrition 670: Community Capstone* contains

supervised practice that is coordinated with the didactic course *Nutrition 370: Developmental Nutrition*. Students receive a traditional “letter grade” in the didactic courses and generally (there are exceptions) will receive a credit/no credit grade in supervised practice. Course descriptions are found in **Appendix A**.

The Viterbo University Coordinated Program Curriculum Matrix and Student Learning Assessment Plan list the learning outcomes and competencies required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and identify which courses fulfill those requirements, as well as, how the student competencies will be assessed. The Curriculum Matrix and Student Learning Assessment Plan are found in **Appendix B**.

## Subject: Schedule of Supervised Practice Courses

Course descriptions are found in **Appendix A**.

Course	Course Number	Credits	Supervised Practice Hours
<b>SPRING SEMESTER THIRD YEAR</b>			
Nutrition Field Practicum	NUTR 481/681	2	120
<b>FALL SEMESTER FIFTH YEAR</b>			
Community Capstone	NUTR 671	5	500
<b>SPRING SEMESTER FIFTH YEAR</b>			
MNT Capstone	NUTR 670	5	500
<b>Total Hours</b>			<b>1120</b>

## **Subject: Viterbo University Graduation Requirements**

In addition to those requirements outlined below, please become familiar with the graduation requirements listed in the University Undergraduate Catalog.

### **Master's Degree Requirements**

Candidates for the Master's Degree in Nutrition and Dietetics must accomplish the following:

- Fulfill the general education requirements
- Complete all courses required for the major
- Earn a minimum of 158 credits
- Maintain a GPA minimum of 3.00
- Complete a minimum of the last 30 consecutive credits at Viterbo University, including alternative credits.

Upon successful completion of these, they are awarded the degree of Master of Science in Community-Medical Dietetics (MSCMD).

## **IV. Progression and Retention**

### **Subject: Academic Honesty**

Viterbo Dietetics Students will be held responsible for abiding by the Viterbo University Academic Honesty Policy as outlined in the Viterbo University Student Handbook and Planner and the University catalog. Students are expected to earn the course grades independently. Students who exhibit academic dishonesty may be given a failing grade for the course, or may be dismissed from the program.

### **Subject: Viterbo University Academic Policies**

Policies in regard to the following items are listed in the Viterbo University Catalog and/or Viterbo University Student Handbook. Students are responsible for being familiar with these policies.

- a. grievance procedures (See Academic & Non-academic Due Process)
- b. vacation, holidays and absence policies
- c. scheduling and program calendar
- d. insurance requirements
- e. tuition, fees, and estimated expenses
- f. graduation or program completion requirements
- g. access to personal file
- h. protection of privacy of information
- i. affirmative action compliance
- j. course attendance
- k. liability for safety in travel to and from assigned areas
- l. access to student support services
- m. disciplinary/termination procedures

### **Subject: Professional Conduct Policy**

Students and interns in dietetics programs at Viterbo University are expected to maintain the highest standards of integrity and professional conduct. This policy applies to all individuals participating in ACEND-accredited programs at Viterbo.

Viterbo University has a detailed [Academic Integrity Policy](#) that applies to both didactic and supervised practice activities. In addition, students/interns placed in off campus supervised practice sites must adhere to the professional conduct policies in place at their sites. Examples of professional misconduct include:

- a. Documentation of nutrition care that was not provided
- b. False statements about your activities during the supervised practice shift
- c. False representation of hours completed
- d. False statements made about reasons for absences
- e. Patterns of tardiness or early departures from supervised practice shifts
- f. HIPPA violations
- g. Pattern of noncompliance with the organization's standards for dress and appearance

Professional misconduct is a very serious offence. **Violations of professional conduct policies at supervised practice sites may result in dismissal from the supervised practice site, which will lead to failure of the course/rotation and possible dismissal from the program.** In the case of dismissal from the program, tuition will be reimbursed according to Viterbo University policies.

## Subject: HIPAA

The Health Insurance and Portability and Accountability Act (HIPAA) was created to protect patient confidentiality and improve efficiency and effectiveness of the healthcare system. For more information, see <https://www.hhs.gov/hipaa/for-professionals/index.html>.

Protected patient health information includes:

- Name
- Address (all geographic subdivisions smaller than state, including street address, city county, and zip code)
- All elements (except years) of dates related to an individual (including birthdate, admission date, discharge date, date of death, and exact age if over 89)
- Telephone numbers
- Fax number
- Email address
- Social Security Number
- Medical record number
- Health plan beneficiary number
- Account number
- Certificate or license number
- Any vehicle or other device serial number
- Web URL
- Internet Protocol (IP) Address
- Finger or voice print
- Photographic image - Photographic images are not limited to images of the face.
- Any other characteristic that could uniquely identify the individual (i.e. rare medical condition, unique life circumstances, relation to others, etc.)

All Viterbo University students will receive HIPAA training before taking part in supervised practice in the healthcare setting. It is of utmost importance that all students strictly adhere to HIPAA regulations when conducting themselves within and outside of supervised practice. HIPAA violations include, but are not limited to:

1. Verbally sharing patient information with individuals not directly involved in the patient's care
2. Sharing physical records with individuals not directly involved in the patient's care
3. Taking patient records from health setting premises without removing identifying information and the expressed consent of the preceptor at that site
4. Sharing confidential patient information on social media
5. Leaving patient records unattended in a public place (i.e. hospital cafeteria, lobby, etc.).
6. Leaving a computer which contains confidential patient information without locking the screen.

7. Sharing your healthcare login/password with others
8. Discussing confidential patient information in a public place (i.e. hospital cafeteria, elevator with individuals not involved in patient care, etc.).
9. Checking a patient's health record whose care you are not involved in (i.e. family member, neighbor, celebrity, etc.).

In addition, it is your duty to report a HIPAA breach that you witness or have information about. If you witness or have knowledge of another student breaching HIPAA, you are required to report this violation to the course instructor within 48 hours, either via email or in person. Failure to do so will result in a level 2 HIPAA violation.

## **Subject: HIPAA Violations**

When a concern is brought forward that a student has violated HIPAA regulations, the faculty member/instructor for the course will first investigate the claims. The student will be individually interviewed, as well as any witnesses and the student's preceptor. If the faculty member deems that a HIPAA violation has likely taken place, a meeting will be convened with the instructor, program director, and department chair. Within this meeting, the following will be determined:

1. The intent of the student—good faith or malicious
2. The extent of information/ individuals impacted
3. Any history of HIPAA violations from the student
4. The student's honesty about the situation

## **Subject: HIPAA Violation Remediation/ Consequences**

HIPAA violation consequences are listed below and will depend on the determination of the four points listed above, as well as any other mitigating factors.

### **Level 1 HIPAA Violation**

Definition: Accidental HIPAA violation (i.e. forgetting to lock computer)

Remediation: Student will be allowed to return to supervised practice after they complete a remediation assignment as deemed appropriate by the instructor.

### **Level 2 HIPAA Violation**

Definition: Purposeful HIPAA violation but in good faith, or second level 1 violation. Level 2 HIPAA violation could also be failing to report a HIPAA violation that the student has knowledge of.

Remediation: Student will be suspended from supervised practice for 1 week and will be required to complete a remediation assignment as deemed appropriate by the instructor. This assignment must be completed and approved by the instructor before the student returns to supervised practice. Student will be required to make up supervised practice hours at a time convenient to the preceptor (i.e. university break, finals week, staying late, weekends, etc.) before grades are due for that course.

### **Level 3 HIPAA Violation**

Definition: Purposeful HIPAA violation with one of the following circumstances: dishonesty about the situation, extremely sensitive information shared with others, or confidential information shared with any unauthorized individuals. No malicious intent. Level 3 HIPAA violation could also be repeated level 2 HIPAA violations.

Consequence: Student will fail the supervised practice course and have the option to either retake the course the following year or exit the program.

### **Level 4 HIPAA Violation**

Definition: Purposeful HIPAA violation, the intent was to harm others, or repeated level 3 HIPAA violations.

Consequence: Student will be expelled from the program.

## **Subject: Program Length and Progression Requirements for Dietetics**

The planned professional phase of the Coordinated Program is three years. The maximum allowed completion time for the program is four academic years. Students receive a letter grade for the following nutrition courses taught in the Coordinated Program professional phase: Nutrition 340, 341, 351, 352, 370, 372, 400, 470, 472, and 476. To remain in the program, fourth- and fifth-year students must maintain a cumulative grade point average (GPA) of at least 3.00, and a minimum grade of B in each of the courses listed above. Students who do not meet these grade requirements will be placed on academic probation within the program for a maximum of two semesters.

Most of the supervised practice experience courses are graded credit/no credit. In the credit/no credit system, a minimum competence level is required to pass. A student may move on to a new experience within a course, but will not receive credit for the course until they have passed all assignments. In a dietetics course with limited enrollment or a waiting list, qualified students who have not taken the course previously will have enrollment priority to students repeating a course.

## **Subject: Nutrition Course Transfer Policy**

The Viterbo University Community-Medical Dietetics Program has carefully considered and planned a curriculum to meet the needs of an entry-level dietitian, while maintaining the mission of the school and university. The content for the curriculum was designed for the curricular outcomes required by ACEND. In light of the connection of the curriculum to the desired outcomes and the quality of the graduate, once a student has started classes at Viterbo University, all courses with a NUTR prefix must be taken at Viterbo.

## **Subject: Admission of Transfer Students into Dietetics**

Students transferring into the Viterbo University Dietetics Coordinated Program must meet all prerequisites for each of the college courses. When considering the transfer credit of a nutrition course or a support course, the Registrar, in collaboration with the Program Director for the Coordinated Program, shall evaluate the content. A student may receive transfer credit for a didactic course, but internships or other practice experiences will not transfer as supervised practice hours.

## **Subject: Credit for Prior Learning**

The Program follows the University policy on Credit for Prior Learning as stated in the Undergraduate Catalog under the heading Academic Regulations and Policies. Additional Program specific information follows.

Some students come to Viterbo with previous work experience, or other life experiences that fulfill knowledge requirements or supervised practice competencies for the Coordinated Program. Students may request college credit for these experiences. College credit will be awarded only for didactic courses. For supervised practice courses, prior learning may exempt them from specific projects in the course, but will not decrease the number of hours of supervised practice required. In this situation the faculty member will work with the student and the preceptor to design projects that will build on the student's prior learning.

Students who want to earn credit for prior learning must take the course INDV 300 Introduction to Prior Learning Assessment. In this course students learn how to create a portfolio that documents their prior learning experiences. This portfolio is reviewed by one dietetics department faculty member, who will determine whether college credit should be assigned, for which course(s) the student will receive credit, and the number of credits to be awarded.

## Subject: Attendance and Punctuality

Attendance in didactic courses is expected.  
Attendance is mandatory for:

- A. Supervised practice hours (hospitals and agencies)
- B. On-campus dietetics skills laboratories
- C. Exams
- D. Comprehensive exam review sessions

**Students are expected to arrive on time for classes and supervised practice sessions.**

A student unable to comply with that stated above for supervised practice must contact the instructor prior to the clinical experience, clinical orientation, nursing skills laboratory, and/or exams. Failure to do so will result in a failure for that experience. Prior notification does not necessarily assure an excused absence.

A student who has more than five (5) unexcused absences in any didactic course or more than two (2) unexcused absences from clinical sessions, **WILL BE** placed on probation and may be required to withdraw from the course and/or supervised practice rotation.

## Subject: Writing Requirements

There are some general comments that can be made regarding the quality of work that is expected of all Community-Medical Dietetic students. All written papers, abstracts, and reports must have correct spelling, punctuation, and grammar. Formal papers should be written using the style described in *Guidelines for Authors*, published on the home page for the *Journal of the Academy of Nutrition and Dietetics*.

One of the most important competencies for you to acquire in Community-Medical Dietetics is the ability to represent thought on paper in a clear, concise, and professional style. Therefore, all written work will be judged not only on content but also on neatness, grammar, language mechanics, and tone.

It is a departmental policy that any written materials you produce for public distribution at clinical sites (newsletters, brochures, etc.) **clearly state your name and your position as a Viterbo University dietetics student.**

## Subject: Criminal History Search

### VU Policy on Criminal Background Checks

The Viterbo University policy on criminal background checks is in the online version of the Undergraduate Catalog under "Admissions."

### For Applicants with Acts, Crimes, or Offenses That May Prohibit or Restrict Admission

Applicants for admission or re-admission with criminal or disciplinary records must disclose information about their prior records. Failure of the applicant to accurately and completely provide information and records may result in denial of admission, revocation of admission, or discipline, up to and including permanent dismissal from the university. Information to be disclosed includes: (1) criminal offenses, pending criminal charges, and diversion agreements (felonies and misdemeanors), (2) adjudicated delinquencies, (3) information on any behavior resulting in a suspension or expulsion from any high school or post-secondary institution, (4) information about less than honorable discharges from the military, (5) other pertinent offenses and/or violations. (Minor traffic violations should not be included.)

Certain affiliates associated with Viterbo require that students placed in their facility for clinical/internship/field placement experiences clear a criminal background check prior to placement. Students whose background check reveals criminal history may be prevented access to the clinical site, and as a result, the student will not have sufficient clinical experience to successfully complete the program. Additionally, licensing boards for certain professions including health care occupations may deny the individual the opportunity to sit for an examination if an applicant has a criminal history.

Fully qualified applicants for the criminal justice, dietetics, education, nursing, social work, and some other programs are required to complete a disclosure form prior to admission and may be subject to a criminal background check conducted by an outsourced agency.

### **Procedure**

A review committee will evaluate the application, the disciplinary and criminal history disclosure form and all explanatory materials, of any student who indicates any of the aforementioned convictions, charges, records, etc. Prior to making a decision on admission or re-enrollment, the review committee may request additional materials from the applicant, conduct a phone interview with the applicant and/or request that the applicant appear before the review board to discuss his/her application, etc.

The review committee will recommend admission or denial of admission in one of three ways: (1) admit or re-enroll the applicant without conditions, (2) admit or re-enroll the applicant with condition (i.e., restrictions on location or place, denial of option to live in university housing facilities, etc.), or (3) deny admission or re-enrollment of the applicant. Recommendations on admission or re-enrollment will be forwarded from the review committee to the appropriate university administrator who will formally admit or deny admission to the applicant based on the recommendation from the committee. The recommendation of the review committee is final and not subject to appeal. The review committee is typically comprised of the vice president for student development, the academic vice president, the dean of admission and the director of campus safety, or their respective designees.

### **Criminal Convictions Occurring After University Admission**

Students are required to disclose in writing to the Vice President for Student Development criminal convictions occurring since completing the application for admission. This policy applies to all Viterbo University incoming and current students.

### **The Department of Dietetics and Nutrition Policy for Criminal Background Check**

#### Policy for Criminal Background Check

Federal and State statutes require that criminal background checks be completed for all persons who provide care for others or who have access to people who receive care. Clinical agencies prohibit placement of students with criminal histories of specific crimes and offenses that have been identified by the state of Wisconsin as bars to employment or licensure (such as abuse, assault or neglect). Viterbo University Department of Dietetics and Nutrition requires that all students complete a disclosure statement and submit to a criminal history search (criminal background check) when submitting their application to the supervised practice phase of the dietetics program. Healthcare agencies may require additional criminal history searches prior to student placement in that agency. Students are required to comply and are responsible for the cost of the search for states outside of Wisconsin. Costs for criminal background searches within the state of Wisconsin will be covered by the Department of Nutrition and Dietetics.

The program director and chair of the department of nutrition and dietetics will analyze reports on positive findings for a criminal record check on a case-by-case basis. Students will be informed of positive findings and will be consulted before a decision is made regarding eligibility to care for clients in contracted agency placements. Individuals whose background check identifies bars to the provision of care in contracted agencies or places restrictions on client contact will not be allowed to progress in the program.

A complete criminal background check is required every four years. The Department of Nutrition and Dietetics requires a disclosure statement every year the student is in the Coordinated Program. In addition, students are required to disclose any arrest or conviction during their tenure in the program. All disclosures will remain confidential and will be analyzed on an individual basis to determine if such an arrest or conviction is "substantially related" to care of clients in clinical agencies. Falsification or omission of relevant information may constitute dismissal from the program.

## **Subject: Drug Testing**

Some Coordinated Program supervised practice sites may require drug testing prior to the student's start date. If that is the case, you will be informed by the site's personnel department. The cost of the drug test is covered by the site organization.

## **Subject: Withdrawal from Nutrition Course(s)**

A student shall be permitted to withdraw from a given nutrition course one time and may repeat the course the next time it is offered, if space is available.

## **Subject: Readmission to the Coordinated Program**

For whatever reason, a student may need to interrupt her/his education during the professional phase of the program. If the absence becomes equal to an academic year (i.e., two semesters) the student must demonstrate her/his knowledge of previously learned dietetic information before being re-admitted to the program. It is up to the faculty to determine such eligibility requirements. Taking a comprehensive test would be one means of demonstrating this competency.

## **Subject: Comprehensive Exam**

Each senior dietetic student is **required** to complete a designated RDN exam via EatrightPREP- a standardized, computer-based exam that is built on the same specifications as the Registration Exam for dietitians. The course instructor will assign a series of practice exams to take prior to graduating to assure readiness for the RDN exam. Students must pass the EatrightPREP Exam within three attempts. Students who do not pass the exam will meet with their advisor and review areas of weakness on the exam. **A student who does not pass the exam is highly encouraged to purchase an additional professional exam review course, (other than the one used for class review), before graduating from Viterbo.**

## **Subject: Change in Sequence of Course Work**

Any change by the student in the sequence of general education and or nutrition courses required for the Community-Medical Dietetics degree may result in difficulties scheduling course work and a delay in the date of graduation.

## **Subject: Degree Audit/Registration**

Students are responsible for monitoring their Degree Audits (found on VitNet) to be sure they have completed all of the requirements for graduation.

Students are required to meet with their academic advisor for each semester registration during the time frames scheduled by the advisor.

## **Subject: Verification of Identity**

Viterbo University needs to establish and periodically review a process to determine that an intern registered for an online course is the same intern that participates in, completes, and receives credit for the course.

Each Viterbo University student is assigned a unique username and password to log into the University's learning management system (currently Moodle). Students are responsible for providing their complete and true identity information in any identification verification process.

All users of the University's learning management system are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited. It is against University policy for a user to give someone his or her password or allow others to use his or her account. Users are responsible for any and all users of their account. Users are responsible for all activity on their accounts.

## **Subject: Probation/Termination Policy**

Students in the Coordinated Dietetics Program will be placed on probation for any of the following situations.

- Grades in Major courses (Nutrition 351, 352, 368, 370, 372, 374, 440, 470, 472, 478, 520, 530, 540, 550, 560, 568, 580, 600/601, 640, 641, & 650) are not at the required "B" grade level;
- Overall GPA falls below 3.0;
- Students receive "No Credit" for Supervised Practice course(s) (Nutrition 481/681, 670, and 671).

Students placed on probation have ONE opportunity to retake ONE course (providing there is an opening in the class), and a maximum of two semesters to attain the required grade or achieve a 3.0 GPA. If after two semesters on probation, the student has not corrected the grade deficiency or GPA, the student will be terminated from the Coordinated Program, and will be referred to the University's career counseling services to seek further guidance. Once a student retakes a course, if they fail another course (a second course), they are not eligible to retake the course and will be terminated from the program.

The Coordinated Program Director will send written notification to the student of termination from the dietetics program. The letter will include other career suggestions in healthcare that are appropriate for the student's ability, and it will identify Viterbo University majors, such as psychology, social work, or healthcare and wellness management, which may support those careers. The student will be encouraged to review specific information about other majors in the University Undergraduate Catalog.

Electronic copies of all letters related to probation and termination are sent to the Nutrition and Dietetics Department Chairperson, the Dean of the College of Nursing and Health and Human Behavior, and the Academic Vice President. A hard copy is kept in the student's file.

## **Subject: Student Performance Monitoring and Retention Policy**

Private conferences are held between faculty, preceptors, and students in the professional courses each semester (at mid-term and end of the semester) to assess student progress. This individual attention is believed to facilitate student retention. For students under-performing in the academic, professional or ethical requirements of the CP, the instructor communicates the expected performance level, and strategies for improvement are discussed with the student.

The University's Starfish academic alert software, inform students who are having academic difficulty, and their advisors, twice a semester. Didactic courses as well as supervised practice courses are addressed via Starfish. If students are not achieving expected knowledge or professionalism competency levels, the Starfish system instructs those students to meet with their advisor to discuss remedial strategies. If remedial help is needed, the student is often referred to the University Academic Resource Center for special tutoring. Advisors inform the CP Director of advisees who are having academic difficulty in the Program so that the Director can monitor the success of academic remediation. CP students who are unsuccessful at remediation may be placed on probation. (See the CP policy on Probation/Termination).

At the end of the junior year, all students are sent a letter from the Program Director which appraises them of their academic progress and acknowledges whether they are able to advance into the fall senior-level courses. If some pre-requisite course grades do not meet minimum grade levels, the letter will encourage them to enroll in summer school, if possible, to retake the course and improve the grade to that required by the program. This assists students to maintain the planned course sequence and to graduate in two years.

## **Subject: Access to Student Records**

The Viterbo student handbook contains the University's policy on the privacy of student records. This policy also applies to student records which are kept in the Nutrition and Dietetics Department. Each student file contains: the application materials sent when the student applied to the CP during their third year, signed releases, the student agreement form in the Student Handbook, an original copy of the student's verification statement, and any other signed documents required by Commission on Dietetic Registration once the student completes the program. These files are locked in the Nutrition and Dietetics Department office and students have the same right to inspect and seek correction of these records as that outlined in the general University policy. Student's completed Professionalism Evaluation forms are electronically kept in the Nutrition and Dietetics department secure software management program, E-Value. Copies of student's grade reports are available electronically via VitNet, the Registrar's secure software management program.

## **V. Expectations for Supervised Practice**

### **Subject: Educational Purpose of Supervised Practice Policy**

Supervised practice is designed to provide the student with essential knowledge and skill acquisition to support the 2022 Accreditation Council on Nutrition and Dietetics competencies. The third-year supervised practice activities incorporate dietetics focus in foodservice. The fifth-year courses focus on complex health care in settings including critical care and community nutrition.

1. All supervised practice activities coordinate with the Supervised Practice competencies for the specific courses. The primary focus of supervised practice is student learning and skill building in dietetics practice.
2. Students should not be assigned as a replacement for paid staff at the Supervised Practice site.  
**Students are at the site to engage in professional practice for educational purposes only.**

### **Subject: Evaluation of Student Performance**

A student cannot progress from one supervised practice course to the next without a "Credit" grade. Sample forms used to evaluate competence in supervised practice are included in **Appendices C-E**.

Evaluation of your professionalism will take place at the end of supervised practice courses: Nutr 481/681, Nutr 670, and Nutr 671. The Evaluation of Professionalism rubric should be completed by the student and either the faculty member or the preceptor for supervised practice. Copies of these assessments are available electronically in E-Value, and accessible to the students.

#### **What is professionalism?**

During supervised practice experiences you are judged by clients and other members of the healthcare team not only by your knowledge and supervised practice skills, but also by the manner in which you present yourself as a future professional. This professional manner becomes another part of the evaluation of competence, and is reflected in attitude, appearance and accountability.

Professional attitude is a difficult concept to define, but some ways in which it can be measured are through confidence and poise exhibited during clinical assignments, reliability and promptness in carrying out clinical tasks, and respect not only for your instructor and other professionals but more importantly for the client or patient. Professional appearance is also vital. Simplicity in hairstyle, makeup, jewelry, and dress and general cleanliness and neatness are also important. Specific codes of dress and appearance will be required in certain clinical settings. You will be informed of these when the occasion arises. Professional accountability means that you are accountable to the client, patient, or other health professionals with whom you are working. In order to accomplish your objectives, you will occasionally be expected to spend extra time and are responsible for adjusting your schedule accordingly.

As your knowledge and skills increase and as you move toward more complex competencies, you will be given more and more responsibility in the clinical setting. Your professionalism will thus assume more and more importance and you will become more and more competent in this area. No one is expected to be “polished” in the first supervised practice experience but you are expected to move consistently toward that goal throughout your coordinated phase courses.

At the close of each semester, you and your instructor and/or your preceptor will privately evaluate your progress toward professionalism using the course-specific “Evaluation of Professionalism” form. Examples of these electronic forms are available in **Appendices C through E**. You will also be asked to complete an evaluation of your supervised practice experiences for the semester. Your instructors and supervised practice preceptors value your input and use such feedback to improve the quality of supervised practice.

The clinical instructor in charge of the competency unit you are working on is the person responsible for the evaluation of your performance on that unit. In many cases, other health professionals (preceptors) outside Viterbo will help you with some of the learning experiences in that unit and feedback from them may be used by the instructor in evaluating your performance. During Nutrition 481, 670 & 671, input from clinical preceptors is considered in the final evaluation of entry-level competence.

### **Student Evaluation Plan**

The student assessment plan includes professional evaluation in the areas of medical nutrition therapy, community nutrition and foodservice management. Appendices C through E summarize the process of student-supervised practice assessment. Evaluation scales of 1-5 are used in each Professionalism Evaluation form to rate student’s performance. The definitions of the rating scale are as follows.

**Below Expectations (1-3):** Expectation for performance are not met.

**Meets Expectations (4-5):** Acceptable performance. Minimal knowledge, needs close supervision, simplistic view of situations.

**Meets Expectations (6):** Progress beyond novice level, but not to advanced beginner.

**Exceeds Expectations (7-8):** Connects knowledge to real-life situations, completes straightforward tasks in an acceptable manner; uses own judgment in some situations, and applies critical thinking.

**Exceeds Expectations-Entry-Level Competence (9):** Good background knowledge of area of practice, fit for entry level position, able to achieve most tasks using own judgement, can cope with complex situations.

Student tips for success during supervised practice may be helpful to guide students through the supervised practice courses. The tips may be found in **Appendix F**.

### **Subject: Supervised Practice Hours**

In order to take the Registered Dietitian Nutritionist (RDN) exam, you **MUST** complete a **MINIMUM of 1000 hours of supervised practice**. The following requirements must be met when completing supervised practice hours.

- All hours **MUST** be logged in Sonia
- Students are responsible for tracking hours and assuring the minimum hours needed are achieved
- Students are expected to arrive on time for supervised practice sessions. A student unable to comply with attendance and punctuality for supervised practice must contact the course instructor prior to class. Failure to do so **will** result in a failure for that course. Prior notification does not necessarily assure an excused absence. A student who is absent from class more than three (3) days, may be required to withdraw from the supervised practice course.
- Students will provide their own transportation to/from sites.

### **Subject: Failure of Supervised Practice Courses**

**This policy pertains to credit (CR)/no credit (NC) courses- NUTR481/681, NUTR670, and NUTR671**

- a. Failure of Supervised Practice Course-Conditions under which a grade of NC (no credit) is awarded.
  1. Student does not achieve the minimum score on evaluations required for the course, which is listed on the course syllabus
  2. Student does not abide by the HIPAA or Academic Integrity Policies
  3. Student is dismissed from supervised practice site due to poor performance, or ethical violation
  4. Student has more than 3 absences, tardiness, or unexcused early departures during the supervised practice course

**Subject: Poor Performance in Supervised Practice Courses**

- b. Student evaluations and communication of poor performance
  1. Each student will be evaluated at mid-point (8-weeks) and at the end of the semester (16-weeks), where the minimum score, according to the syllabus, must be achieved to receive 'credit (CR)'.
  2. When a poor performance is observed, or a failing evaluation score is earned or awarded, the following will occur-
    - a. Instructor will notify student of standing.
    - b. Instructor will schedule and hold a meeting with the student and Coordinated Program Director within 1 week of the student's awareness of the situation.
    - c. During the meeting, the student will receive a letter from the instructor describing their learning plan. The student will be required to sign the learning plan agreeing to the terms for improvement in order to continue in the program.

**Subject: Repeating a Supervised Practice Course**

- c. Repeating a Course
  1. Should the student fail, and the failure results from not adhering to academic and department policies (i.e. HIPAA, Integrity, etc.), that policy will supersede and determine the outcome, which may include immediate dismissal from the program.
  2. Should the failure result from achieving a suboptimal score on each competency within the evaluation, the student will fail the course, will receive a grade of 'no credit (NC)' and will be placed on probation and will be required to retake their entire course, potentially delaying graduation by 1 year.
  3. Students placed on probation have **ONE** opportunity to retake a course (providing there is an opening in the class/section), and **a maximum of two semesters** to attain the required credit (CR) grade. If after two semesters on probation the student has not satisfactorily completed the course/rotation, the student **will be terminated** from the Dietetic Coordinated Program and will be referred to the University's career counseling services to seek further guidance.

**Subject: Scheduling of classes and activities**

Generally, students in the Coordinated Program follow the University's academic calendar and course schedule. The academic calendar can be found at <https://www.viterbo.edu/node/23886>.

At times, part or all of a supervised practice class will be scheduled outside of those times listed in the semester timetable. Also, sometimes you will have to meet with a client/patient outside of the regularly scheduled class times. (While clinical preceptors try to schedule clients for appointments at times conducive to your clinical hours, this is not always possible.) This is necessary to accommodate the schedules of the supervised practice facilities and clients and provide a quality student clinical experience. You will be notified

in advance when this occurs and be **expected** to adjust your schedule as needed *or* make special arrangements with the instructor.

In Nutrition 481/681, 670 and 671, you are required to follow the supervised practice facility's schedule during any vacations/days off Viterbo may observe: this means you receive little (and possibly no) vacation time.

As students' progress in the program, time devoted to professional courses becomes greater, e.g., in Nutrition 481/681 they will spend about 8 hours per week in direct clinical activity plus devote additional time to related reading and written assignments. By the fifth year, when the student completes 670 and 671, they will be required to log 32 hours a week of direct patient activity. Because of this large time commitment during the program, it is recommended that students minimize paid work or hold work to under 16 – 20 hours per week. The faculty respects the financial need that requires many students to work during the academic year, however, there will be no alteration in deadlines for assignments or easing of expected levels of performance for those students who work. Students will always be given sufficient time to complete competencies and sufficient notice of special projects and dates so that it will be possible to alter their work schedule if necessary.

## **Subject: Communication with Preceptors**

Your role at your supervised practice site is that of learner. In this role, you do not have any authority over your preceptor or any other employees at the site. You have the privilege of participating in the activities of your supervised practice site because of the generosity of your preceptor. It is expected that all communication with and about your preceptors will have a respectful, professional tone.

Your preceptor directs your activities during the time scheduled for supervised practice. He/she/they need not ask you to be at the site during those times; it is expected. You may work off-site only with the preceptor's permission. If this occurs, notify your course instructor prior to the off-site work. Changes in your work schedule must be negotiated with your preceptor.

The work that you accomplish at your supervised practice site is the property of the site. It is your responsibility to make sure that your preceptor has the final drafts of all reports, projects, lesson plans, posters, or other documents before or at the final evaluation meeting with your preceptor. **Failure to provide your preceptor with all copies of your work will result in a failing grade for the course.**

**Oftentimes, communication with supervised practice sites occurs when classes are not in session. It is expected that you will check your email 1x/week over the summer and winter break and respond appropriately.**

## **Subject: Dress Policy**

Students represent the image of dietetics to the public and reflect the standard of the Community-Medical Dietetic Program and Viterbo University. Therefore, professional dress in a clinical setting is as follows:

- Wear *clean*, pressed clothing and lab coats. Wash often and hang when not in use.
- No jeans under lab coats. Nice dress pants are permissible with lab coats
- One small stud earring per earlobe may be worn.
- Facial and tongue jewelry will not be allowed.
- All other body piercings and tattoos will be covered
- Fingernails should be trimmed and well-manicured. Nail polish and artificial nails are not allowed.
- Make-up should be conservative
- Rings, other than wedding and engagement rings should not be worn
- Attire will reflect modesty and professionalism.

**Students shall adhere to specific dress policies in the respective agencies.**

## **Subject: Absenteeism, Illness & Injury While at a Facility for Supervised Practice Experience**

**If a student is going to be late for or miss a supervised practice due to illness or for another acceptable reason, they must notify their instructor by phone AND email in advance:** leave a message on the voice mail if the instructor does not answer. This same rule holds true for any meeting they have set up with a clinical preceptor, they must call, not email, the preceptor in advance. The clinical instructor reserves the right to request and receive documentation from a third party (e.g., physician or University Health Service nurse) to verify the reason for the absence. **If students miss a presentation or other supervised practice activity and are not excused, the consequences may be 1) they fail the course, 2) they fail the assignment.**

All missed clinical time must be made up *before* progressing to the next clinical unit. Students cannot pass a clinical course until successfully completing all units. Generally, the supervised practice time missed must be made up *within* one week. Make up work at a clinical site may not be rescheduled at times when Viterbo classes are not in session. It is the student's responsibility to contact the instructor to initiate the make-up and rearrange their personal schedule as needed to complete the supervised practice experience. The regular clinical class hours cannot be used for the make-up.

For some clinical units, students may be asked to keep a time card and have it signed by a clinical preceptor as verification that missed clinical time was completed satisfactorily. Based on the discretion of the faculty, if a student is late and the quality of a presentation is impaired, they will fail the assignment.

Supervised Practice sites do not carry insurance for dietetic students who are injured while on clinical rotations. Students may be treated at the site at their own cost or with their own insurance.

## **Subject: Health Requirements, Illness or Injury in Supervised Practice**

For your own health and the safety of those with whom you work, each student must submit results for:

1. Evidence of rubella immunity (rubella vaccination or positive rubella titer)
2. Evidence of DPT (or TD) immunization
3. Chest x-ray or TB (Mantoux) skin test within the past 6 months
4. Hepatitis B immunization
5. Varicella
6. Flu shot each fall
7. TB test each fall
8. COVID-19, **MUST** be fully vaccinated and boosted against COVID-19

These are completed as part of the application process for the third year. Results must be submitted to the nurse at Viterbo Health Services. Failure to meet all health record requirements will prohibit the student from clinical sites. Evidence of completing the health requirement listed above should be uploaded to Sonia. (See Sonia tutorial posted on Moodle)

Throughout the professional phase, all students must be current in these immunization requirements. Note: the Mantoux and flu shot must be done annually. All new vaccines must be uploaded to Sonia. Failure to maintain vaccine requirements may prevent a supervised practice site from working with you.

Neither Viterbo University nor the supervised practice facilities in which students complete learning experiences, provide health insurance for Viterbo student dietitians. Upon request, the business office will supply brochures to students regarding obtaining their own health insurance.

## **Subject: Vacations and Holidays**

The semester ends at 5 p.m. on the Friday of finals week. Students are obligated to be available for classes or meetings until that time if required unless written approval is given by the Program Director.

Faculty may request information or assignments up until the time that grades are due, that is at noon on the Tuesday following finals week. You must be available by phone or email up until that time.

The following are vacations related to the 2023-2024 academic year. No supervised practice will be scheduled during these times.

Labor Day Holiday	--	September 4, 2023
Mid-Semester Break	--	October 20, 2023
Thanksgiving Vacation	--	November 22 – 26, 2023
Christmas Vacation	--	December 18 - January 14, 2024
Spring Vacation--		March 11 – 15, 2024
Easter Vacation*	--	March 28 – April 1, 2024

These are the **only** vacation times that will be honored for dietetic students scheduled for supervised practice. **Plan personal holidays around this schedule.** Students/interns are also allowed to take up to 3 personal days, however, these need to be approved by both the course instructor and your preceptor prior.

\*During the fifth year, Easter Break is limited to the supervised practice facilities Easter Break for employees. This usually consists of Good Friday ONLY.

## Subject: Professional Code of Ethics Policy

Students are expected to perform in a manner consistent with the Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics which is found at the Academy's website in the members' section, EatrightPro, at <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>, also listed in **Appendix G**. All students in the Coordinated Program are required to access the Code of Ethics and familiarize themselves with it.

Faculty requires that students aspiring to become professional dietetic practitioners demonstrate behavior based upon values such as honesty, dependability, accuracy, etc. It is therefore the policy of the Nutrition and Dietetics Department that any act which constitutes a breach of ethical conduct as outlined in the Academy of Nutrition and Dietetics' Code of Ethics will result in disciplinary action. Disciplining action will be commensurate with the seriousness of the act and may result in failure of the course or dismissal from the program.

## Subject: Awarding the Verification Statement

All students who complete the following will be awarded a verification statement. This statement officially verifies program completion and is necessary to become eligible to take the registration exam, to become an active member in the Academy of Nutrition and Dietetics, and to be eligible for licensure/certification in states that have such laws.

Verification of program completion is awarded when the student has:

- A. Completed all requirements for master's degree from Viterbo University
- B. Grades in support courses, major courses and total GPA are at or above those indicated in Section IV of this handbook and Viterbo University catalog.
- C. Completion of program within a maximum of three academic years.
- D. Completed all competencies at a passing level as measured by the evaluation method listed in Section IV of this handbook.
- E. Performed all skills in an ethical, honest manner and in accordance with the Academy of Nutrition and Dietetics' Code of Ethics for the Profession of Dietetics, and Viterbo University student policies.

# **Appendices**

## Appendix A. Course Descriptions

### **NUTRITION 351: PRINCIPLES OF QUANTITY FOOD PRODUCTION**

Introduction to food production in a non-commercial setting. Focuses on menu planning, sanitation, purchasing, kitchen layout and design, equipment selection, and marketing. Restricted to students accepted into coordinated phase of CMD.

Completion Requirements

Overall grade of at least B.

### **NUTRITION 352: SUSTAINABLE FOOD SYSTEMS**

Explore the relationship between food systems, nutrition, and health. Discuss sustainability, resilience, and health in food systems through the lens of environmental, economic and social factors.

Prerequisite: 351.

Completion Requirements

Overall grade of at least B.

### **NUTRITION 370: DEVELOPMENTAL NUTRITION**

Nutrition principles applied to human development in various stages of the life cycle: maternal and infant, childhood, adolescent, adult and elderly. Introduction to nutrition counseling.

Completion Requirements

Grade of at least B

### **NUTRITION 372: NUTRITION IN HEALTH PROMOTION**

Cardiovascular health and disease, weight control and eating disorders, and diabetes.

Completion Requirements

Grade of at least B

### **NUTR374: LIFESPAN NUTRITION II**

This course involves the study of special nutritional needs, physiology, and health concerns of older adults.

Completion Requirements

Grade of at least B

### **NUTR481/681: NUTRITION FIELD PRACTICUM**

Thirteen hours supervised practice per week. Supervised practice with a program director or department manager in a non-commercial foodservice operation or food-related business. Students will be engaged in management projects.

Completion Requirements

Graded CR/NC.

### **NUTRITION 368: HEALTH ASSESSMENT**

This course assists the student in collection of appropriate subjective and objective data associated with obtaining a health and diet history. This course provides an introduction to physical and diagnostic assessment of health status. Physical assessment competencies to be attained at the novice level include: assessment of body composition; measurement of vital signs; blood glucose; physical assessment of fluid status; assessment of "normal" breath and heart sounds; intra and extra – oral assessment, dysphasia screening; and clinical assessment of nutrition status. The emphasis is on knowing normal findings and normal variations in the healthy adult, well child, and the well elder person.

Completion Requirements

Graded CR/NC.

**NUTRITION 470: MEDICAL NUTRITION THERAPY**

Study of various acute and chronic disease processes in relationship to the most current principles of nutrition management.

Completion Requirements

Grade of at least B

**NUTRITION 472: RESEARCH IN COMMUNITY NUTRITION**

The process of conducting and evaluating research related to public health nutrition problems. Program planning and marketing strategies in public health nutrition. Also, the study of nutrition related legislation and existing public health nutrition programs.

Completion Requirements

Grade of at least B

**NUTR545: ADVANCED NUTR COUNSELING**

This is an advanced course that emphasizes counseling as a supportive process, characterized by a collaborative counselor/patient relationship that involves behavior and attitudinal change. It will focus on the conceptual foundations and philosophy of behavior change theories, with an emphasis on motivational interviewing, including application in practice to provide the learner with a collection of evidence-based strategies and counseling skills to promote behavior change in patients/clients. This class will use a variety of teaching approaches (lectures, assigned readings, discussion, demonstration and role play, case studies, video analysis, presentations, and projects).

Completion Requirements

Grade of at least B

**NUTR530: EVIDENCE ANALYSIS**

Working both individually and as teams, students will develop a unique PICO question and conduct a systematic analysis of relevant evidence using the protocol from the Academy of Nutrition and Dietetics Evidence Analysis library. Student will manage a group discussion of the evidence and draft a conclusion statement.

Completion Requirements

Grade of at least B

**NUTR478: MNT II**

Study of acute and chronic disease processes in relationship to the most current principles of the nutrition care process with attention to surgery and critical care, renal, transplant and parenteral and enteral conditions.

Completion Requirements

Grade of at least B

**NUTR601: ADVANCED MICRONUTRIENTS**

Advanced study of the human absorption and metabolism of macronutrients. Information will be integrated with current research and specific patient populations.

Completion Requirements

Grade of at least B

**NUTR568: HEALTH ASSESSMENT II**

This course covers advanced nutrition and health assessment. Students will learn and apply various methods for assessing dietary intake and advanced anthropometry and physical examination. In addition, this course will cover the assessment of visceral and somatic protein, vitamins, minerals, blood chemistry, and novel nutrition biomarkers. Further, this class will delve into the treatment of abnormal blood-based nutritional biomarkers.

Completion Requirements

Grade of at least B

**NUTR 440: PATIENT NUTR ED.**

This course introduces future healthcare professionals to the fundamentals of patient education. Students will learn the importance of empowering patients through education to increase patients' ability and encourage positive behavioral, health-related changes.

Completion Requirements

Grade of at least B

**NUTR550: NUTRIGENOMICS**

The focus of this class is the application of Nutrigenomics as it relates to the prevention or intervention of disease by providing or restricting the proper nutrients and food compounds to maintain homeostasis in the body from the biochemical level to organ systems. The ability for nutritionists and healthcare professionals to create an optimal diet requires an understanding of how innumerable interactions between nutrients and genes, proteins and metabolic pathways regulate disease pathways. The graduate version of the class contains an extra Unit of models and advanced online laboratory. A written research paper is also required.

Completion Requirements

Grade of at least B

**NUTR520: SYSTEMS APPROACH TO OBESITY**

The goal of this course is to present a systems approach to obesity prevention - i.e. understanding the complex task of trying to change the way people eat, move, and live, and sustaining those changes over time. Students will learn causes and correlates of diet, physical activity, and obesity data and methods related to assessment of obesity, the health and financial consequences of the obesity epidemic, and will gain insights into obesity prevention, treatment, and policy approaches. Students will read peer-reviewed publications in obesity, participate in class discussions and debates, and engage in experiential activities that will reinforce learning. Students will conduct a semester-long research project and present their findings to the class using mobile technologies and online learning tools.

Completion Requirements

Grade of at least B

**NUTR540: NUTRITION, DISEASE & THE INFLAMMATORY STATE**

Discuss current research unfolding in the field of chronic inflammation, how this inflammation is related to a variety of disease states and the impact nutrition can have on improving the inflammatory state.

Completion Requirements

Grade of at least B

**NUTR560: ADVANCED SPORTS NUTRITION**

This course will integrate the sciences of exercise physiology and nutrition and discuss its application in enhancing athletic performance and the prevention and management of chronic diseases including obesity, diabetes, and cardiovascular disease. Training induced adaptations of the cardiovascular and pulmonary systems, muscle, metabolism and body composition will be examined. Evidence-based sports nutrition recommendations and the science behind them will be discussed.

Completion Requirements

Grade of at least B

**NUTR671: MNT CAPSTONE**

Nutrition 671 is the final step in the student's professional course work. It is therefore designed to allow the student to assume entry-level professional responsibilities with minimal input and guidance from the instructor. Students will assume responsibilities in a medical care setting. Students will be evaluated on management skills and more importantly on the synthesis of knowledge and skills that combine the science and the art of managing nutrition-specific health care. The student will also continue to explore his/her role as a professional person through online discussions & assignments completed both online and at weekly meeting times.

Completion Requirements

Graded CR/NC.

**NUTR670: COMMUNITY CAPSTONE**

Nutrition 670 is the final step in the student's professional course work. It is therefore designed to allow the student to assume entry-level professional responsibilities with minimal input and guidance from the instructor. Students will assume responsibilities in a community setting. Students will be evaluated on management skills and more importantly on the synthesis of knowledge and skills that combine the science and the art of managing nutrition-specific health care. The student will also continue to explore his/her role as a professional person through online discussions & assignments completed both online and at weekly meeting times.

**Completion Requirements**

Graded CR/NC.

**NUTR640: RESEARCH**

The focus of this research seminar will be the implementation, conduct and completion of the research study proposed in MGMT 565 course. Steps in the research process covered by this course include data preparation, collection, analysis, and interpretation, as well as the presentation of the research project. The final project will include an oral defense of the study, and a written research project for potential publication and presentation.

**Completion Requirements**

Graded CR/NC.

**NUTR641: RESEARCH II**

The focus of this research seminar will be the implementation, conduct and completion of the research study proposed in NUTR 638 Applied Research course. Steps in the research process covered by this course include data preparation, collection, analysis, and interpretation, as well as the presentation of the research project.

**Completion Requirements**

Graded CR/NC.

## Appendix B

### Student Learning Outcomes Assessment

Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice					
A) RE 6.1.a: ACEND-Required Core Competency	B) RE 6.1.b: Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core competency	C) RE 6.1.c: Didactic courses and/or experiential learning in which assessment will occur	D) RE 6.1.d: Individuals responsible for ensuring assessment occurs	E) RE 6.1.e: Timeline for collecting formative and summative data	F) RE 6.2: Data on achievement of learning outcomes, included date collected
CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.	100% of students will achieve a minimum score of 7 on CRDN 1.1 Professionalism Evaluation	Nutr 671  Nutr 670	Preceptors  Instructor/Preceptor	End of course  End of course	
CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 1.2	Nutr 530	Preceptor/Instructor	End of course	

CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.	100% of students will achieve a minimum rubric score of 13/16 with no less than two in any category for the cost/benefit assignment	Nutr 341	Instructor	End of course	
CRDN 1.4: Evaluate emerging research for application in nutrition and dietetics practice.	100% of students will earn a minimum rubric score of 7 on the Professionalism Evaluation	Nutr 530	Preceptors/Instructor	End of course	
CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis.	100 % of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 1.5	Nutr 530	Preceptors/Instructor	End of course	
CRDN 1.6: Incorporate critical-thinking skills in overall practice.	100 % of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 1.6	Nutr 671 Nutr670	Preceptor Preceptors/Instructor	End of course	
<b>A) RE 6.1.a:</b> ACEND-Required Core Competency	<b>B) RE 6.1.b:</b> Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core competency	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data	<b>F) RE 6.2:</b> Data on achievement of learning outcomes, included date collected

CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.	100% of students will achieve a minimum score of 7 on CRDN 1.1 Professionalism Evaluation	Nutr 671 Nutr 670	Preceptors Instructor/Preceptor	End of course End of course	
CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 1.2	Nutr 530	Preceptor/Instructor	End of course	
CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.	100% of students will achieve a minimum rubric score of 13/16 with no less than two in any category for the cost/benefit assignment	Nutr 341	Instructor	End of course	
CRDN 1.4: Evaluate emerging research for application in nutrition and dietetics practice.	100% of students will earn a minimum rubric score of 7 on the Professionalism Evaluation	Nutr 530	Preceptors/Instructor	End of course	
CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis.	100 % of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 1.5	Nutr 530	Preceptors/Instructor	End of course	
CRDN 1.6: Incorporate critical-thinking skills in overall practice.	100 % of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 1.6	Nutr 671 Nutr670	Preceptor Preceptors/Instructor	End of course	

<b>Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.</b>					
<b>A) RE 6.1.a:</b> ACEND-Required Core Competency	<b>B) RE 6.1.b:</b> Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core competency	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data	<b>F) RE 6.2:</b> Data on achievement of learning outcomes, included date collected
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.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 2.1	Nutr 671 Nutr 670	Preceptor Preceptor/Instructor	End of semester End of semester	
CRDN 2.2: Demonstrate professional writing skills in preparing professional communications.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 2.2	Nutr 670	Instructor/Preceptor	End of course	
CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 2.3	Nutr 671 Nutr 670	Preceptor Instructor/Preceptor	End of the course End of course	
CRDN 2.4: Function as a member of inter-professional teams.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 2.4	Nutr 671	Preceptor	End of course	

CRDN 2.5: Assign patient care activities to NDTRs and/or support personnel as appropriate.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 2.5	Nutr 671	Preceptor	End of course	
CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 2.6	Nutr 671 Nutr 670	Preceptor Instructor/Preceptor	End of course	
CRDN 2.7: Apply leadership skills to achieve desired outcomes.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 2.7	Nutr 670	Instructor/Preceptor	End of course	
CRDN 2.8: Demonstrate negotiation skills. (previously CRD 2.13)	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 2.8	Nutr 670	Instructor/Preceptor	End of course	
CRDN 2.9: Participate in professional and community organizations.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 2.9	Nutr 670	Instructor/Preceptor	End of course	
CRDN 2.10: Demonstrate professional attributes in all areas of practice. (previously CRD 2.11)	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 2.10	Nutr 671 Nutr 670	Preceptor Instructor/Preceptor	End of course End of course	
CRDN 2.11: Show cultural competence/sensitivity in interactions with clients, colleagues and staff.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 2.11	Nutr 671 Nutr 670	Preceptor Instructor/Preceptor	End of course End of course	
CRDN 2.12: Perform self-assessment and develop goals for self-improvement throughout the program.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 2.12	Nutr 671 Nutr 670	Preceptor Instructor/Preceptor	End of course End of course	

CRDN 2.13: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 2.13	Nutr 670	Instructor	End of course	
CRDN 2.14: Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 2.14	Nutr 670	Instructor	End of course	
CRDN 2.15: Practice and/or role play mentoring and precepting others.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 2.15	Nutr 671 Nutr 670	Preceptor Instructor/Preceptor	End of course End of course	

<b>Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations</b>					
<b>A) RE 6.1.a:</b> ACEND-Required Core Competency	<b>B) RE 6.1.b:</b> Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core competency	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data	<b>F) RE 6.2:</b> Data on achievement of learning outcomes, included date collected
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.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 3.1	Nutr 671 Nutr 670	Preceptor Instructor/Preceptor	End of course End of course	
CRDN 3.2: Conduct nutrition focused physical assessment.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 3.2	Nutr 671	Preceptor	End of course	
CRDN 3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings. (previously CRD 3.2)	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 3.3	Nutr 671 Nutr 670	Preceptor Instructor/Preceptor	End of course End of course	
CRDN 3.4: Design, implement and evaluate presentations to a target audience. (previously CDR 2.3)	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 3.4	Nutr 670	Instructor/Preceptor	End of the course	
CRDN 3.5: Develop nutrition education materials that are culturally/age appropriate and designed for the educational level of the audience.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 3.5	Nutr 670	Instructor/Preceptor	End of the course	

CRDN 3.6: Use effective education and counseling skills to facilitate behavior change.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 3.6	Nutr 671	Instructor/Preceptor	End of the course	
CRDN 3.7: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management. (previously CRD 3.3)	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 3.7	Nutr 670	Instructor/Preceptor	End of the course	
CRDN 3.8: Deliver respectful, science-based answers to client questions concerning emerging trends. (previously CRD 3.4)	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 3.8	Nutr 671 Nutr 670	Preceptor Instructor/Preceptor	End of course End of course	
CRDN 3.9: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources. (previously CRD 3.5)	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 3.9	Nutr 481	Instructor	End of course	
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. (previously CRD 3.6)	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 3.10	Nutr 481	Instructor	End of course	

<b>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</b>					
<b>A) RE 6.1.a:</b> ACEND-Required Core Competency	<b>B) RE 6.1.b:</b> Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core competency	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data	<b>F) RE 6.2:</b> Data on achievement of learning outcomes, included date collected
CRDN 4.1: Participate in management of human resources.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 4.1	Nutr 481	Preceptor	End of course	
CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 4.2	Nutr 481	Instructor  Instructor  preceptor	Week 6  Mid-semester  End of the course	
CRDN 4.3: Conduct clinical and customer service quality management activities. (previously CRD 4.4)	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 4.3	Nutr 481	Instructor	End of the course	
CRDN 4.4: Apply current nutrition informatics to develop, store, retrieve and disseminate information and data. (previously CRD 4.5)	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 4.4	Nutr 481	Instructor  Preceptor	End of course  End of the course	

CRDN 4.5: Analyze quality, financial and productivity data for use in planning.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 4.5	Nutr 481	Instructor	End of the course	
CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 4.6	Nutr 481	Preceptor	End of the course	
CRDN 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and benefits.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 4.7	Nutr 481	Instructor	End of the course	
CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 4.8	Nutr 481	Instructor	End of the course	
CRDN 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.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 4.9	Nutr 671	Instructor/Preceptor	End of the course	
CRDN 4.10: Analyze risk in nutrition and dietetics practice.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CRDN 4.10	Nutr 481	Instructor	End of course	

<b>Title of Concentration Area 1: Community Nutrition</b>					
<b>A) RE 6.1.a:</b> Program-Defined Concentration Competency	<b>B) RE 6.1.b:</b> Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of concentration competency	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur	<b>D) RE 6.1.d:</b> Individuals responsible for ensuring assessment occurs	<b>E) RE 6.1.e:</b> Timeline for collecting formative and summative data	<b>F) RE 6.2:</b> Data on achievement of learning outcomes, included date collected
CO 1 Provide Nutrition Education to community groups for health promotion and disease prevention using a variety of technology.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CO 1	Nutr 670	Instructor/Preceptor	End of course	
CO2 Develop and conduct community nutrition research.	100% of students will earn a minimum score of 7 on the Professionalism Evaluation for CO 2	Nutr 641	Instructor/Preceptor	End of course	

**Viterbo University Coordinated Program**  
**KRDN/CRDN Curriculum Map (Required Element 5.1, 5.2)**  
**Didactic & Supervised Practice Courses Aligned with Core Knowledge & Competencies for the RDN**

Courses & Rotations	KRDN 1.1	KRDN 1.2	KRDN 1.3	CRDN 1.1	CRDN 1.2	CRDN 1.3	CRDN 1.4	CRDN 1.5	CRDN 1.6		KRDN 2.1	KRDN 2.2	KRDN 2.3	KRDN 2.4	KRDN 2.5	KRDN 2.6	KRDN 2.7	KRDN 2.8	CRDN 2.1	CRDN 2.2	CRDN 2.3	CRDN 2.4	CRDN 2.5	CRDN 2.6	CRDN 2.7	CRDN 2.8	CRDN 2.9
<b>Semester 1</b>																											
NUTR 173 Basic Foods, 2 cr																											
NUTR 140 Intro to the Profession, 1 cr												x															
<b>Semester 3</b>																											
NUTR 273, Food Science, 2 cr																					x						
NUTR 340 Human Nutr, 3 cr																				x							
<b>Semester 4</b>																											
NUTR 341 Advanced Nutrition, 3 cr					x	x																					
<b>Semester 5</b>																											
NUTR 370 Dev Nutrition I 3cr	x	x	x								x		x							x							
NUTR 351 FS Management 3 cr																											
MGMT 341 Prin Mgmt Org Behav, 3 cr																											
<b>Semester 6</b>																											
NUTR 352 SP FS Mgmt, 4 cr						x																					
PSYCH 424 Motivational Interviewing, 4 cr			x								x																
NUTR 372 Nutr in Health Promotion 3 cr		x	x								x																
NUTR 374 Dev Nutr Lifespan, 2 cr	x	x			x						x																
Nutr 481/681 Field Practicum, 3 cr				x					x													x			x	x	
<b>Semester 7</b>																											
NUTR 368 Health Assessmt 2cr																					x			x			

Courses & Rotations	KRDN 1.1	KRDN 1.2	KRDN 1.3	CRDN 1.1	CRDN 1.2	CRDN 1.3	CRDN 1.4	CRDN 1.5	CRDN 1.6		KRDN 2.1	KRDN 2.2	KRDN 2.3	KRDN 2.4	KRDN 2.5	KRDN 2.6	KRDN 2.7	KRDN 2.8	CRDN 2.1	CRDN 2.2	CRDN 2.3	CRDN 2.4	CRDN 2.5	CRDN 2.6	CRDN 2.7	CRDN 2.8	CRDN 2.9
NUTR 545 Advanced Nutrition Counseling 3							X		X																		
NUTR 470 Med Nutr Ther 3 cr	x	x			x							x			x												
NUTR 472 Advocacy in Comm Nutr 3 cr	x		x								x		x	x		x	x	x									
<b>Semester 8</b>																											
NUTR 478 MNT II, 3 cr																											
NUTR 530 Evidence Analysis Project, 3 cr.					x		x	x												x	x						
NUTR 600 or 601 Advanced Micronutrients or Macronutrients, 3 cr	x	x	x		x				x		x																
NUTR 568 Health Assessment II, 3 cr																					x						
NUTR 440 Nutrition Education, 3 cr	x	x	x									x	x			x		x									
<b>Semester 9</b>																											
NUTR 550 Nutrigenomics, 3 cr (elective)	x		x						x		x																
NUTR 520 Systems Approach to Obesity Prevention, 3 cr (elective)	x		x						x		x																
NUTR 540 Nutrition, Disease and the Inflammatory State, 3 cr (elective)	x		x						x		x																
NUTR 560 Sports Nutrition, 3 cr (elective)			x													x											
<b>Semester 10</b>																											
NUTR 671 MNT Capstone, 5 cr	x	x	x	x			x		x		x	x			x		x	x	x		x	x	x	x		x	x
NUTR 640 Applied Research 3 cr								x																			
<b>Semester 11</b>																											
NUTR 641 Applied Research II, 3 cr								x																			
NUTR 670 Community Capstone, 5 cr	x	x	x	x			x		x		x	x			x		x	x	x	x	x	x		x	x	x	x

Courses & Rotations	CRDN 2.10	CRDN 2.11	CRDN 2.12	CRDN 2.13	CRDN 2.14	CRDN 2.15		KRDN 3.1	KRDN 3.2	KRDN 3.3	KRDN 3.4	KRDN 3.5	CRDN 3.1	CRDN 3.2	CRDN 3.3	CRDN 3.4	CRDN 3.5	CRDN 3.6	CRDN 3.7	CRDN 3.8	CRDN 3.9	CRDN 3.10			
<b>Semester 1</b>																									
NUTR 173 Basic Foods, 2 cr																									
NUTR 140 Intro to Prof, 1 cr																									
<b>Semester 3</b>																									
NUTR 273 Food Science, 2 cr																									
NUTR 340 Human Nutr, 3 cr																									
<b>Semester 4</b>																									
NUTR 341 Advanced Nutrition, 3 cr																									
<b>Semester 5</b>																									
NUTR 370 Dev Nutrition, 3cr								x																	
NUTR 341 Adv Nutr, 3 cr												X													
NUTR 351 Prin Quant Food Prod 3 cr											x														
<b>Semester 6</b>																									
NUTR 352 Foodservice Mgmt, 4 cr																									
NUTR 372 Nutr in Health Promotion 3 cr								x	x	x															
NUTR 374 Dev Nutr Lifespan, 3 cr								x								x									
Nutr 481/681 Field Practicum, 3 cr																					x	x			
PSYCH 424 Motivational Interviewing, 4cr										x															
<b>Semester 7</b>																									
NUTR 368 Health Assessmt 3cr								x					x	x											
NUTR 470 Medical Nutrition Therapy 3 cr								x																	
NUTR 472 Advocacy Comm Nutr 3 cr					x	x																			
MGMT 341 Prin Mgmt Org Behav, 3 cr																									
NUTR 545 Advanced Nutrition Counseling 3 cr	x	x								x							x			x					
<b>Semester 8</b>																									
NUTR 478 MNT II, 3 cr																									

Courses & Rotations	CRDN 2.10	CRDN 2.11	CRDN 2.12	CRDN 2.13	CRDN 2.14	CRDN 2.15		KRDN 3.1	KRDN 3.2	KRDN 3.3	KRDN 3.4	KRDN 3.5	CRDN 3.1	CRDN 3.2	CRDN 3.3	CRDN 3.4	CRDN 3.5	CRDN 3.6	CRDN 3.7	CRDN 3.8	CRDN 3.9	CRDN 3.10			
NUTR 530 Evidence Analysis Project, 3 cr.																									
NUTR 600 or 601 Advanced Micronutrients or Macronutrients, 3 cr								x	x																
NUTR 440 Nutrition Education, 3 cr									x	x															
NUTR 568 Health Assessment II, 3 cr																									
<b>Semester 9</b>																									
NUTR 550 Nutrigenomics, 3 cr (elective)									X			X													
NUTR 520 Systems Approach to Obesity Prevention, 3 cr (elective)									X																
NUTR 540 Nutrition, Disease and the Inflammatory State, 3 cr (elective)									X																
NUTR 560 Advanced Sports Nutrition, 3 cr									x																
<b>Semester 10</b>																									
NUTR 671 MNT Capstone, 5 cr	X	X	X			x							X	X	x			x		x					
NUTR 640 Applied Research 3 cr																									
<b>Semester 11</b>																									
NUTR 641 Applied Research II, 3 cr																									
NUTR 670 Community Capstone, 5 cr	x	x	x	x	x	x		x	x				x		x	x	x		x	x					

Courses & Rotations	KRDN 4.1	KRDN 4.2	KRDN 4.3	KRDN 4.4	KRDN 4.5	KRDN 4.6	CRDN 4.1	CRDN 4.2	CRDN 4.3	CRDN 4.4	CRDN 4.5	CRDN 4.6	CRDN 4.7	CRDN 4.8	CRDN 4.9	CRDN 4.10	CO1	CO2						
<b>Semester 1</b>																								
Nutr 173 Basic Foods, 2 cr																								
NUTR 140 Intro to Profession, 1 cr																								
<b>Semester 3</b>																								
NUTR 340 Human Nutr, 3 cr																								
NUTR 273 Food Science, 2 cr																	x							
<b>Semester 4</b>																								
NUTR 341 Adv Nutr, 3 cr																								
<b>Semester 5</b>																								
NUTR 370, Dev Nutr Lifespan I, 3 cr																		x						
NUTR 351 FS Management 3 cr		x			x			x																
<b>Semester 6</b>																								
NUTR 352 SP FS Mgt 1 cr	x	x		x	x					x	x	x	x	x										
NUTR 372 Nutr in Health Promotion 3 cr																		x						
NUTR 374 Dev Nutr Lifespan II, 2 cr																x								
Nutr 481/681 Field Practicum, 3 cr	x	x		x	x	x	X	x	X	x	x	x	x	x		x								
PSYC 424 Motivational Interviewing, 4 cr																								
<b>Semester 7</b>																								
NUTR 368 Health Assessment, 2 cr																								
NUTR 470 Medical Nutrition Therapy 3 cr			x												x									
NUTR 472 Advocacy in Community Nutr, 3 cr													x											
NUTR 545 Adv Nutr Counseling, 3 cr																								
<b>Semester 8</b>																								
NUTR 478 MNT II, 3 cr																								
NUTR 530 Evidence Analysis Project, 3 cr.																								

Courses & Rotations	KRDN 4.1	KRDN 4.2	KRDN 4.3	KRDN 4.4	KRDN 4.5	KRDN 4.6	CRDN 4.1	CRDN 4.2	CRDN 4.3	CRDN 4.4	CRDN 4.5	CRDN 4.6	CRDN 4.7	CRDN 4.8	CRDN 4.9	CRDN 4.10	CO1	CO2						
NUTR 600 or 601 Advanced Micronutrients or Macronutrients, 3 cr																								
NUTR 440 Nutrition Education, 3 cr																								
NUTR 568 Health Assessment II, 3 cr																								
<b>Semester 9</b>																								
NUTR 550 Nutrigenomics, 3 cr (elective)																	x							
NUTR 520 Systems Approach to Obesity Prevention, 3 cr (elective)																								
NUTR 540 Nutrition, Disease and the Inflammatory State, 3 cr (elective)																								
NUTR 560 Advanced Sports Nutrition, 3 cr																								
<b>Semester 10</b>																								
NUTR 671 MNT Capstone, 5 cr			x			x									x	x								
NUTR 640 Applied Research 3 cr																								
<b>Semester 11</b>																								
NUTR 641 Applied Research II, 3 cr																		x						
NUTR 670 Community Capstone, 5 cr			x			x			x						x		x							

## Appendix C.

### APPLICATION TO PROFESSIONAL PHASE OF MSCMD

**To:** Dietetic Students Applying to Professional Phase

**From:** Jamie Weber, Coordinated Program Director

**RE:** Application for professional phase

**Date:** March 15<sup>th</sup>, 2024

All second-year dietetic students must complete the application process in order to be admitted into the professional phase of the Master of Science in Community Medical Dietetics (MSCMD) **You cannot take master's level nutrition courses until you have been admitted into the professional phase.** To be eligible for admission, you must have satisfied all of the following requirements:

1. A minimum cumulative GPA of 3.0
2. Completion of all nutrition courses with the following minimum grades.
  - Grade of at least a "B" in all nutrition courses- 140, 173, 273, 340 & 341.
  - Grade of at least a "C" in BIO104/104L & 114/114L, 296, CHEM106, 140, 305.
3. Once accepted into the professional phase, you will receive an email from Sonia (our system which houses all student information), where you will need to upload all immunizations and background check results.
4. Completion of a self-disclosure statement and criminal history check in compliance with the Wisconsin Caregiver Law, through CastleBranch (see below). This must be completed by **May 19, 2024**. This can be completed by going to the website- [Welcome to WORCS - DOJ WORCS \(wi.gov\)](https://www.wisconsin.gov/Welcome-to-WORCS-DOJ-WORCS-wi.gov) –and click on "public access" and submit a "new background request." The cost of the background check is \$45, which the applicant is responsible. Once completed, background check findings should be uploaded to "Sonia".
5. Completion of all health and immunization requirements by **May 19, 2024**. Required health and immunization requirements are: Hepatitis B, MMR, Tdap, TB, flu shot and COVID-19 (fully vaccinated and boosted). Complete an updated immunization record [Viterbo University](https://www.viterbo.edu/health-services) and schedule a TB test via the website **by December 1, 2024**. Cost is \$5. All immunization information should be uploaded to Sonia, as well.
6. Completion of an interview with a registered dietitian nutritionist from your hometown and a summary reflection paper of that learning experience. You will obtain the dietitian's signature verifying the meeting and scan all documents to send with all application materials.
7. At the end of spring semester (the second-year), after you have received your spring semester grades, submit the application packet electronically by **May 19, 2024**. Include the following in the packet:
  1. Completed application form, and copy of your **VitNet Degree Audit**.
  2. RDN Interview form, plus the completed word-processed summary reflection paper.

3. One-two page application letter outlining your professional goals at this time.

**The application packet MUST BE uploaded to Moodle by 4:00 pm on May 19, 2024.**

Should any questions arise regarding the application process, please email [jaweber@viterbo.edu](mailto:jaweber@viterbo.edu). The faculty of the Nutrition and Dietetics Department look forward to working with you in the next phase of the program!



## Order Instructions for Viterbo University - BSN

1. Go to <https://mycb.castlebranch.com/>
2. In the upper right-hand corner, enter the Package Code that is below.

Package Code **VC75bg**: Background Check

### About CastleBranch

Viterbo University has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation, to provide you a secure account to manage your time sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.

You will return to your account by logging into [castlebranch.com](https://mycb.castlebranch.com/) and entering your username (email used during order placement) and your secure password.

### Payment Information

Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

### Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

### Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.

## APPLICATION TO COORDINATED PROGRAM

- A. I am applying to begin the coordinated program for the fall semester of the **next** academic year, which begins August 26, 2024. I understand that I must satisfy the program admission requirements stated in the college catalog, which includes completion of all nutrition courses with a minimum grade of a “B”, and a Viterbo University cumulative grade point average through the second semester of the third year of 3.0 on a four-point scale. My current cumulative grade point average (**available on VitNet Degree Audit**) is \_\_\_\_\_. The grades I earned in the following classes are:

Introduction to the Profession (Nutr 140) \_\_\_\_\_

Basic Foods (Nutr 173) \_\_\_\_\_

Food Science (NUTR 273) \_\_\_\_\_

Human Nutrition (NUTR 340) \_\_\_\_\_

Advanced Human Nutrition (NUTR 341) \_\_\_\_\_

**Attach a copy of your degree audit (which includes spring 2024 final grades) to this application**

- B. Occasionally, exceptions are made for students who are unable to complete courses prior to entering the coordinated program. Please list any such courses you would need to take your fourth and fifth years and the semester (include summers) you plan to complete these requirements.

First/Second/Third Years

Courses Needed

Semester I plan to take these

(include semester and year)

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- C. The faculty of the Nutrition & Dietetics Department is interested in helping you meet any individual goals you have. Enclose a 1-2 page **letter** with this form that discusses your professional goals at this time. As part of this letter you may discuss areas of dietetics that interest you (sports nutrition, working with the elderly, etc.). You may also list any areas in which you feel you could either benefit from additional help or areas in which you would like enrichment. (Examples: writing for the public, speaking before a large group, individual counseling, research, applying math principles, etc.)

- 1) Include your plans or goals during the professional phase of the program. What have been your biggest personal or academic challenges or obstacles? What are your strengths? How will both your strengths and challenges affect your plans during the professional phase?
- 2) Are you interested in any one area of dietetics? What has sparked your interest and what experiences in this area would you like to continue?

- D. **The application packet MUST BE uploaded to Moodle by 4:00 pm on May 19, 2024.**

Written notification from the Coordinated Program Director of your acceptance or non-acceptance into the program will be emailed out no later than **May 31, 2024**.

## RDN Interview

**Directions to the student:** Gaining insight into the dietetics field is an important step in understanding the knowledge, skills, and attitudes that will make you a successful registered dietitian nutritionist (RDN). You will have an opportunity to explore many areas in dietetics throughout the next two years of supervised practice experiences. This interview with a registered dietitian help orientate you to the profession!

Find a dietitian in your **home community**, or ask one of the dietetics faculty members for a suggestion. At home, you can call dietitians at the local health department, clinic, hospital dietary department, or nursing home, or an RDN who is self-employed or works at a health club. Try to call an RDN who works in an area you might have an interest.

**Make an appointment for a 30-minute interview by contacting this individual at least two weeks ahead of your desired date.** Be sure to explain that the purpose of the interview is to give you some insight into this individual's career in preparation for your last two years in Viterbo's Coordinated Program.

Arrive at the interview on time, dressed professionally (this means no jeans!). Even if the interview is taking place remotely, dress professionally. Ask the RDN the interview questions on the attached form, but don't feel that you need to limit yourself to these. You may use the form to take notes about what you learn during the interview. Be sure to have the RDN sign the form, if able, indicating that he/she has discussed these questions with you. It is also advisable to send the RDN a thank you note following the interview. This is a professional courtesy that will be remembered. Networking and building relationships with other professionals is a great way to get started in your career.

**After the interview, write a summary reflection paper regarding this individual's job duties, specialized area of knowledge, and their ideas for what makes one successful in the field, as well as, your reactions to that information.** The reflection paper should be a **minimum of one page, and no more than two pages**. The summary reflection paper is part of the application to the professional phase of the Coordinated Program. Staple your paper to the RDN Interview form, which has the dietitian's and your signature. Make sure your name appears on the upper left of the summary reflection paper.

### RDN Interview form

1. Name of person interviewed: \_\_\_\_\_

**Signature of person interviewed:** \_\_\_\_\_

Date of interview: \_\_\_\_\_

Job title: \_\_\_\_\_

Place of employment: \_\_\_\_\_

Length of time in this position: \_\_\_\_\_

2. What is this RDN's specialized field of knowledge? What is an example of a typical way in which he/she uses this knowledge on a daily basis?

3. What are some of the most important job duties this RDN performs on a daily basis? (you may also obtain a job description from the RDN.)

4. According to this RDN, what are the most important skills he/she uses on a daily basis? What is an example of how these skills are typically used?

5. According to this RDN, what are the greatest rewards of his/her job? What are the greatest challenges?

Faculty/Student discussion regarding this interview has been completed.

\_\_\_\_\_

Student Printed Name/ Student Signature/Date

\_\_\_\_\_

Faculty Signature/Date

## Appendix D.

### EXAMPLE OF EVALUATION FOR NUTR481, 670 & NUTR671

<b>Subject:</b> <b>Evaluator:</b> <b>Site:</b> <b>Period:</b> <b>Dates of Course:</b> <b>Course:</b> NUTR481, 670 or NUTR671 <b>Form:</b> Professionalism Evaluation - Final											
<b>Directions: Please rate the student using this scale:</b> 1 - 3 Below Expectations: 4 - 6 Met Expectations: 7 - 9 Exceeded Expectations: (Question 1 of 2 - Mandatory )											
	Below Expectations			Met Expectations			Exceeds Expectations			Not Observed	Comments
CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	_____
CRDN 1.2 Apply evidence-based guidelines, systematic reviews, and scientific literature.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	_____
CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	_____

CRDN 1.6 Incorporate critical thinking skills in overall practice.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
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.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CRDN 2.4 Function as a member of interprofessional teams.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CRDN 2.6 Refer clients and patients to other health professionals and services when needs are beyond individual scope of practice.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CRDN 2.7 Apply leadership skills to achieve desired outcomes.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>

CRDN 2.8 Demonstrate negotiation skills.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CRDN 2.10 Demonstrate professional attributes in all areas of practice.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CRDN 2.11 Show cultural competence / sensitivity in interactions with clients, colleagues, and staff.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
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.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>

CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
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.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CRDN 4.1 Participate in management of human resources.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>

CRDN 4.3 Conduct clinical and customer service quality management activities.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve, and disseminate information and data.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CRDN 4.5 Analyze quality, financial and productivity data for use in planning.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CRDN 4.7 Conduct feasibility studies for products, programs, or services with consideration of costs and benefits.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>

CRDN 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.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CRDN 4.10 Analyze risk in nutrition and dietetics practice.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CO 1 Provide nutrition education to community groups for health promotion and disease prevention utilizing a variety of technology.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>
CO 2 Develop and conduct community nutrition research.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0	<input type="text"/>

## Appendix E.

### Student Tips for Success During Supervised Practice

(Adapted from Koehler, Cortus T.: The Intern and the Internship from Beginning to End,  
Teaching Pol. Sci., pp. 329-335, April 1980)

Progressive Steps Through Supervised Practice	Do	Don't
Self-Assessment: Acceptance of Placement	<ol style="list-style-type: none"> <li>1. Analyze your interests, values &amp; goals &amp; be certain your faculty advisor is fully aware of them.</li> <li>2. Despite temporary placement &amp; student status, regard yourself as a professional &amp; a member of the staff.</li> <li>3. Prepare yourself to expect &amp; accept that problems &amp; frustrations will occur</li> <li>4. When problems occur, be patient &amp; pleasant; cope with problems with an attitude toward solution &amp; negotiation</li> </ol>	<ol style="list-style-type: none"> <li>1. Do not act as if you know all of the answers. Remember, as a student, you are placed in an agency for a learning experience.</li> <li>2. Do not let yourself become involved in internal conflicts.</li> </ol>
Routine Office Matters	<ol style="list-style-type: none"> <li>1. Be sure to find out where you are to work—office, desk space, chair, telephone, etc. so you know your operational base.</li> <li>2. Be aware of office practices regarding dress, protocol, office hours and flexibility, holidays. Follow rules set for regular staff.</li> </ol>	<ol style="list-style-type: none"> <li>1. Do not expect any special treatment.</li> </ol>
Orientation	<ul style="list-style-type: none"> <li>. Request &amp; read information you need regarding the organizational structure, names of key people, office policies &amp; procedures to facilitate orientation.</li> <li>. Determine what information you may need which has already been compiled. Find out who is knowledgeable in your own office and others.</li> <li>. Become familiar with the entire agency so you can see where you fit.</li> </ul> <p>Review:</p> <ol style="list-style-type: none"> <li>a. Annual reports, program plans, program descriptions, etc.</li> <li>b. Budget documents</li> <li>c. Organizational charts</li> </ol>	<ol style="list-style-type: none"> <li>1. Do not take too long to familiarize yourself with the agency, staff, etc.</li> <li>2. Do not let yourself "take sides" in office politics.</li> <li>3. Do not be critical of the nutrition staff if documents &amp; plans do not follow the format learned in school. The format &amp; procedures for such documents as plans, budgets, etc. are usually dictated by the agency or higher governmental entity.</li> </ol>
Integrating into the New Environment	<ol style="list-style-type: none"> <li>1. Initially, learn to fit in by being formal toward everyone. Then gradually, depending upon the climate, establish friendships or at least pleasant working relationships with other employees.</li> <li>2. Learn quickly, the people who facilitate the work flow.</li> <li>3. Attempt to gain an appreciation for the clerical and secondary functions of the agency, for they are the building blocks of the primary mission. A finished project can be delayed, altered, or expedited depending upon the inclination of the clerical staff!</li> <li>4. Develop a list of persons to know in your working environment so when you need to</li> </ol>	<ol style="list-style-type: none"> <li>1. Do not become so assertive as to threaten other employees; however, appear competent enough to establish a basis for receiving favorable recommendations.</li> <li>2. Do not exercise authority. However, be ready to offer suggestions.</li> <li>3. Do not become "pigeon-holed", but attempt to expand your knowledge by contacting program managers in other divisions to gain insight into the organization as a whole.</li> </ol>

	<p>contact them, you have their phone numbers. You may want to include other information, e.g., the context of your meeting, the date, the person's position, etc.</p> <p>5. In order to become involved with the process of management, make an effort to attend meetings, be included on reading lists, and in other day-to-day management activities.</p> <p>6. Record events that occur to assist with preparation of your documentation for the competencies (keep a daily journal of what you are doing and learning).</p>	<p>Contacting managers in other agency units or other agencies should always be coordinated through your preceptor.</p>
Establishing the Task(s) & Assignments	<ol style="list-style-type: none"> <li>1. Establish the expectations, limitations, and directions of the competencies with your preceptor at the beginning of your rotation.</li> <li>2. Evaluate your assignments in terms of the amount of time available during your rotation.</li> <li>3. If occasionally asked to perform routine work, remain pleasant and complete the tasks. However, if a majority of your assignments constitute busy work, speak with your preceptor. If necessary, inform the Dietetic Internship Director and ask for assistance.</li> <li>4. Plan carefully around the time available to you so time limitation will not be a problem. Draw a time line so you and your supervisor will be able to realize the time required for an assignment.</li> </ol>	<ol style="list-style-type: none"> <li>1. Do not hesitate to contact the program director if the experiences are not in line with the competencies.</li> <li>2. If you feel a task is irrelevant, do not accept the task without asking questions about its relevance. However, do not ask questions in such a way as to be offensive.</li> <li>3. Do not allow yourself to be overloaded with tasks no other staff member will do.</li> <li>4. Once you have learned a procedure or task, do not be tempted to repeat it. Your mission is to move on and gain as much varied experience as possible.</li> <li>5. Do not pretend you performed a certain type of task when, in fact, you have not; do not refrain from asking questions until you understand the task at hand.</li> <li>6. If you leave an unfinished product, do not leave it in such condition that no one else would be able to continue working with it.</li> </ol>
Developing Student/Preceptor Rapport	<ol style="list-style-type: none"> <li>1. Establish a good working relationship so you will be able to talk freely about what you are receiving or lacking from the experience.</li> <li>2. Assure your field advisor you have a desire to learn and you are putting forth all efforts to make the experience worthwhile.</li> <li>3. If you suffer from "lack of guidance", remedy the situation by either approaching your preceptor or dietetic internship director. However, it is necessary to respect the preceptor's extensive responsibilities and to be as understanding of his/her work schedule as he/she is of yours.</li> <li>4. You should be innovative and not expect constant supervision. Be positive and demonstrate initiative.</li> </ol>	<ol style="list-style-type: none"> <li>1. Do not fail to have regularly scheduled meetings with your field advisor so you can acquire feedback.</li> </ol>

	<ol style="list-style-type: none"> <li>5. With respect to your preceptor, remember he/she is responsible for your relations with other sections &amp; departments. Make contacts pleasant, productive, and quick—not wanting to be the cause of any negative feelings between you and others.</li> <li>6. Do provide copies of your work to your preceptor before your final evaluation meeting.</li> </ol>	
Vital Elements of Successful Experience	<ol style="list-style-type: none"> <li>1. Do make the most of your situation. Gain as much experience and knowledge as possible, and at the same time make a meaningful contribution to the agency.</li> <li>2. Follow through on whatever job you undertake; deadlines are important and should be strictly adhered to.</li> <li>3. As a student, be aware that educational training is an important tool to be used in the working world. The classroom theories are helpful, but there are exceptions and situations that require flexibility and experience when putting book-learning to work in the “real-world”.</li> <li>4. Develop and maintain careful, quality work habits.</li> <li>5. Since staff may be busy, schedule meetings with individuals several days in advance.</li> <li>6. Take advantage of training workshops offered inside and outside the organization.</li> <li>7. Keep a positive attitude and remember that new ideas may take a long time to implement.</li> </ol>	<ol style="list-style-type: none"> <li>1. Do not become discouraged when your prepared reports go through a refining process when reviewed by staff. Remember, they are the experts and know what will get the job done. Your job is to gain experience and knowledge while keeping an open mind.</li> <li>2. Do not refrain from contributing.</li> <li>3. Do not be defensive when you make mistakes. Mark it off as par for the course and continue on. Remember you are there to develop your talents and skills.</li> <li>4. Do not allow yourself to become involved in issues which came to friction before you came on board, nor become involved in office politics (become an impartial observer).</li> </ol>
Future Direction	<ol style="list-style-type: none"> <li>1. Be aware of the possibility you may discover a change in your career objectives based upon your experiences.</li> </ol>	<ol style="list-style-type: none"> <li>1. Do not expect to be an expert upon completion of your supervised experiences. But do realize you will be “practice-ready” as an entry-level dietitian.</li> </ol>

# Appendix F.



## Code of Ethics for the Nutrition and Dietetics Profession

Effective Date: June 1, 2018



### Preamble:

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

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

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

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

### Principles and Standards:

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

Nutrition and dietetics practitioners shall:

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

#### b. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

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

- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

### 3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

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

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

Nutrition and dietetics practitioners shall:

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

### Glossary of Terms:

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

**Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.<sup>1</sup>

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

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

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

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

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

**Justice** (social justice): supports fair, equitable, and appropriate treatment for individuals<sup>1</sup> and fair allocation of resources.

**Non-Maleficence:** is the intent to not inflict harm.<sup>1</sup>

**References:**

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

## Appendix G

### Student Agreement Form

MY SIGNATURE BELOW VERIFIES THAT I HAVE

- 1) READ THIS HANDBOOK – (2023-2024 Student Handbook, Community-Medical Dietetics Coordinated Program).
- 2) UNDERSTAND ITS CONTENT
- 3) WILL COMPLY WITH ITS CONTENT.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE



## Appendix H:

# Viterbo University

### AUTHORIZATION FOR RELEASE OF INFORMATION

**NOTE:** All matters relating to student records are considered privileged and confidential and are treated as such by the employees of Viterbo University. Information regarding such matters cannot be given without consent of the student.

The Viterbo University Nutrition & Dietetics Department is hereby granted my permission to release to or obtain from clinical agencies,

such information as may be necessary of \_\_\_\_\_  
Print or Type Full Name of Student

Purpose of need for disclosure: Clinical placement for supervised practice experiences.

Specific information to be disclosed: Copies of Background Information Disclosure Form, results of Criminal History Search & Immunization records.

This consent to disclose may be revoked by me at any time.

This consent (unless expressly revoked earlier) expires upon: My completion of the Viterbo

University Nutrition & Dietetics Coordinated Program or Dietetic Internship.  
Specify Date, Event, or Condition Upon Which it will Expire

Signature of Student/Person Authorized to Consent: \_\_\_\_\_

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



## AUTHORIZATION FOR RELEASE OF INFORMATION

**NOTE:** All matters relating to student records are considered privileged and confidential and are treated as such by the employees of Viterbo University. Information regarding such matters cannot be given without consent of the student.

The Viterbo University Nutrition & Dietetics Department is hereby granted my permission to release to or obtain from clinical agencies,

such information as may be necessary of \_\_\_\_\_  
Print or Type Full Name Of Student

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Specific information to be disclosed: Copies of Background Information Disclosure Form, results of Criminal History Search & immunization records.

This consent to disclose may be revoked by me at any time.

This consent (unless expressly revoked earlier) expires upon: My completion of the Viterbo University Nutrition & Dietetics Coordinated Program or Dietetic Internship.  
Specify Date, Event, or Condition Upon Which it will Expire

Signature of Student/Person Authorized to Consent: \_\_\_\_\_

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