Coordinated Program in Dietetics
Student Handbook
2015-2016
~ AFFIRMATION ~

I choose to be a member of the La Salle University community.

I conduct myself with honesty, integrity, civility, and citizenship.
I respect people, property, our University, and its Lasallian and Catholic heritage.

I celebrate our many cultures.
I promote the free exchange of scholarly ideas.
I commit to my personal involvement in learning for the greater good.

In all my actions, I am La Salle.
In association, we are La Salle.
Dear Student:

Welcome to the Coordinated Program in Dietetics!

The course of study you are undertaking is rigorous and challenging. Practical learning experiences have been planned in multiple settings -- hospitals, community agencies, and food service management organizations. Your success in the program is our priority.

This guide contains information about the policies and procedures required for the Coordinated Program in Dietetics. You will find it useful throughout your course of study.

After reviewing the handbook please sign the enclosed form indicating that you have received and understand all policies. If you have questions, please contact Liz Emery, Director of the Coordinated Program in Dietetics at 215-991-3618 or emery@lasalle.edu.

We wish you success in meeting your educational goals.

Sincerely,

Elizabeth Zorzanello Emery, MS, RD, LDN
Director, Coordinated Program in Dietetics
The following policies regulate the Coordinated Program in Dietetics in the School of Nursing and Health Sciences. The information in this Student Handbook precludes all previous handbooks. By enrollment in Coordinated Program, students accept the responsibility to abide by and adhere to all policies and procedures outlined in this handbook. More detailed expectations for the behavior of students enrolled in the Coordinated Program in Dietetics are presented later in the handbook. In addition, students in the program are expected to abide by the Code of Ethics and Standards of Practice and Professional Performance set forth by the Academy of Nutrition and Dietetics available at www.eatrightpro.org.
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COORDINATED PROGRAM IN DIETETICS
Policies and Procedures

PRE-EXPERIENCE REQUIREMENTS
After being accepted into the Coordinated Program and before starting any practicum courses, the following must be completed and submitted to the Program Director.

Instructions will be given for completing pre-experience requirements at least 2 months before they are due. Students who have not completed all requirements by the announced due date will be placed on probation. STUDENTS WHO HAVE NOT COMPLETED ALL REQUIREMENTS AT LEAST 2 WEEKS PRIOR TO THE BEGINNING OF CLASS WILL NOT BE PERMITTED TO PARTICIPATE IN THE PROGRAM.

Student Health Requirements
Health screening measures are required for all students for their own and the public's safety. The requirements have been developed to maximize both student and client health safety. Progression through the Coordinated Program (CP) curriculum is conditional upon health requirements being met.

Pre-entrance requirements: Prior to admission to the University, students are expected to complete the Student health Services Health Questionnaire which is forwarded to Student Health Services, La Salle University.

Coordinated Program requirements: In addition to the University requirements mentioned above, the School of Nursing and health Sciences has health requirements for students beginning practicum courses. These requirements are specified on the School of Nursing & Health Sciences health History and Physical Examination Form. All students must complete all requirements listed and all costs related to the health requirements are the responsibility of the student.

Placement sites may require other tests that the student must complete before starting supervised practice (e.g., flu shots) at a specific organizations.

Student Health Insurance

While enrolled in the Coordinated Program, students are expected to maintain wellness by seeking professional care when needed. The Student Health Service of the University is available to each student. In addition, students are required to have health care insurance and should have a primary care provider (i.e., physician and/or other appropriate health professional). A current copy of health insurance policy or card must be on file.

Malpractice Insurance Policy Requirements
Students need to be covered by malpractice insurance while enrolled in practicum courses which is available from www.proliability.com. Students must pay the required fee for student dietitian insurance at the level of $2,000,000 per occurrence and $5,000,000 per
aggregate and supply a Memorandum of Insurance before attending practicum placements.

**Criminal Record Check and Child Abuse Clearance Requirements**

Students must have a Pennsylvania State Police Request for Criminal Record Check and a Pennsylvania Child Abuse History Clearance performed on an annual basis. Cost is $10.00 for each clearance. If you are a permanent resident of a state other than Pennsylvania, you must also obtain a criminal record check in that state. Students must provide evidence of these at the beginning of practicum courses and yearly as needed.

**FBI Background Check**

Students are required to obtain a fingerprint based FBI background check through the department of Public Welfare. Complete instructions can be found at: http://www.pa.cogentid.com/index.htm. Cost is approximately $27.50.

**Child Abuse Clearance/Criminal Record Check Policy**

Any student with evidence of a *felony conviction* on their state or federal criminal conviction record check will **not be permitted to enter or to remain in the Coordinated Program**. Likewise, any student without a *cleared child abuse record* will not be permitted to enter or remain in the program. Agencies may have additional requirements pertaining to background check results beyond what is required for the program. Agencies may choose to reject a student with any convictions, including misdemeanors, on a criminal conviction record check. Therefore, the presence of a conviction of any sort on a criminal conviction record check could prevent a student from being admitted to the program, completing practicums, progressing through the program, or ultimately becoming licensed and/or employed as a Registered Dietitian. It is the student’s responsibility to deal with any positive criminal conviction record or child abuse check that is returned. **Yearly submission of criminal conviction record and child abuse clearances are required and should span the entire Coordinated Program.**

**Urine Drug Screening Requirements**

Students must complete urine drug screening through the vendor selected by the university before starting practicum courses. Cost is approximately $55.00. Students may not use their own physician for this service nor will results from any drug tests at the student’s employer be accepted. No student will be eligible to attend clinical experiences if the urine drug screen is positive. Repeat urine drug screens may be required according to individual site policy during the program.

**Certification in Cardiopulmonary Resuscitation (CPR) Requirements**

Students must obtain and maintain current certification in “Heartsaver” CPR (for infants, children & adults) from the American Red Cross, the American Heart Association or the Safety Institute of PA (www.safeinstitute.com). Cost is approximately $50.00- $75.00 and students must show proof of current CPR certification.
The Academy of Nutrition and Dietetics Student Membership
Students in the Coordinated Program are required to maintain a student membership in the Academy of Nutrition and Dietetics, and to provide a membership card with student member number. Membership carries numerous benefits including access to The Academy’s Evidence Analysis Library (EAL) and discounted rate for the eNCPT, a required course resource. Go to www.eatright.org to join. Cost is $50.00.
Checklist of Requirements for Students in the Coordinated Program

_____ School of Nursing and Health Sciences Health History and Physical Exam form

_____ Tuberculosis test
   2 step PPD if this is your first TB test, or documentation of previous 2 step
   and annual thereafter.
   Chest x-ray if required

_____ Titers for:
   Mumps, Measles, and Rubella (MMR)
   Varicella (chicken pox)
   Hepatitis B
   AND proof of vaccination if the titer is negative or equivocal

_____ Tetanus, Diphtheria, and Pertussis (TDaP) vaccination

_____ Proof of health insurance

_____ Proof of malpractice insurance

_____ PA State Police Criminal Records check

_____ State of permanent residence Criminal Records Check, if other than PA

_____ PA State Child Welfare check

_____ FBI Background check (fingerprinting)

_____ Urine drug screening

_____ CPR card

_____ Student membership in the American Dietetic Association

_____ Flu shot if required at your practicum site
PRACTICUM POLICIES

Orientation
Many practicum sites, especially hospitals and long term care facilities, require that students attend orientation prior to the start of their supervised practice. Students may be required to attend this orientation prior to the start of the academic semester. Students will be notified by the Program Director at least 1 week before the orientation date if they are required to attend an early orientation.

Attendance
Attendance is mandatory for all experiences within the Coordinated Program according to the syllabus requirements of each class including Nutrition 401, 402, 410, 411, and 430 and the requirements of the practicum sites.

Coursework that is assigned during the summer before the CP program is mandatory and must be completed as assigned.

In general, students should plan to be available between the hours of 8:00 am and 6:00 pm Monday through Friday. Some required activities may be scheduled in the evenings and occasionally on weekends such as professional meetings and health fairs. Students may not be late for practicum experiences. Lateness will result in an unexcused absence.

Vacation days are not allowed during practicum classes of the Coordinated Program.

Students are expected to be prepared for all practicum experiences and classes. All homework assignments must be completed prior to class. At the practicum sites, students must have with them: calculators, pens and pencils, hospital/community organization-issued ID badge, La Salle student ID, lab coat for clinical experiences, required clinical reference materials, and any additional materials required by the practicum site.

Practicum and Class Absences
All absences, for sickness or emergencies, must be reported to 1, the Director of the CP Program; 2, the preceptor, and 3, the course instructor prior to the practicum experience. Contact should be made by phone with a backup message sent via email.

One personal day has been built into the yearly schedule that may be applied during only one of the semesters. The personal day must be approved in advance by the director and course instructor.

If a student needs time off for an extenuating circumstance, it must be approved in advance by the Director of the Program and the course instructor. The director maintains the right to approve or deny any requested absence. Only approved absences can be made up at the discretion of the preceptor and course instructor. The maximum time allowed for any excused absence is five days. Any absence longer than five days total will require that the student re-take the practicum course. Unexcused absences or falsification of attendance records will result in disciplinary action.
**Practicum Schedules**
Students are scheduled for attendance at sites on specific days of the week. Availability of specific experiences may necessitate occasional changes to that schedule either by the course instructor, preceptor, or Director. Circumstances beyond the control of the Coordinated Program may necessitate flexibility on the part of the student in regard to site or schedule changes. Students may not change assigned schedules without the approval of the director, course instructor, and preceptor. Discuss any changes with the director first. Failure to obtain permission may result in disciplinary action.

**Practicum Sites**
Site placements are made based on availability and learning needs. Every attempt will be made to place students at sites within a one-hour radius of La Salle or the student’s permanent address. Requests for specific placements cannot be honored.

**Hours**
Students are expected to work during the same hours that their preceptors work. Additional hours above and beyond the site’s normal work day may be required at times. Students must maintain a log of their hours which must be approved by their preceptor. Accruing extra hours by staying late or working through lunch is not permitted.

**Additional Professional Experiences**
During the Coordinated Program, additional experiences will be required outside of class and practicum hours including but not limited to attendance at professional meetings and other events deemed appropriate by the Coordinated Program director.

Students are required to attend professional meetings scheduled by the Coordinated Program director or course faculty. These meetings may be conducted outside of usual practicum hours. Additional professional experiences such as field trips, conferences, speakers, and others, may be required. Registration fees will be paid by the student. A student may request attendance at a professional meeting or conference that is not formally part of the program by submitting that request to the CP Director. Permission to attend the conference is up the discretion of the course instructor and CP Director.

Costs associated with professional meetings and additional experiences are estimated to be approximately $250.00 - $500.00 for the year and are the responsibility of the student.

**Review Course for Registration Exam**
At the culmination of the program, all students will be required to register for and attend the Jean Inman Review Course for the RD Exam. The cost of this course is approximately $380. **Attendance is required.**

**Communication and Professional Behavior**
All communication related to the program is expected to be conducted in a professional manner. Please address your preceptors, peers, and professors using a proper salutation. Please use email after 9pm.
Students must use La Salle email for program and course-related communication. Students are expected to check their La Salle email at least weekly over the summer before the practicum starts and during breaks, and daily during each semester.

HIPPA protected information is NEVER to be sent via email.

Students are expected to act and communicate in a professional, respectful manner both with La Salle faculty and staff and at their sites. Please keep in mind that preceptors train students on a volunteer basis. The Coordinated Program Director reserves the right to remove students from practicum placements due to unprofessional behavior or incivility, and/or at the request of the site.

**Cell phones and electronic devices**

Students may use cell phones at their sites to access the internet or utilize professional applications when it is necessary to complete their work for that site. Students are not to enter any personal data about patients into any personal electronic device. Pictures are not permitted to be taken. Personal electronic devices/phones are not to be taken into any patient room that is designated as requiring “isolation” precautions of any type.

The use of cell phones for personal use, ipods, MP3 players, personal radios, ear buds, blue tooth devices, head phones or any other personal electronic devices at the practicum sites is prohibited except during breaks or lunch.

**Social Media**

Students will not share any information about patients or clients they work with at their practicum locations on social media sites such as Facebook, Twitter, and other similar sites even if patient identifiers have been removed. Students are not to use the name of La Salle University or their practicum sites or make any reference to any La Salle teacher, practicum preceptor, patient, or student experience on websites such as Facebook, Twitter, etc. Students must refrain from making remarks that could be considered libelous or defamatory. Students must follow all social medial policy requirements of practicum sites. Students will not “friend” or otherwise connect with any patients or clients encountered through the program.

**Policy on Standard Precautions**

The School of Nursing and Health Sciences is concerned about the safety of the faculty, students, and the client population in practicum settings. Based on the mandatory Center for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) guidelines, the School of Nursing adopts the policy that both students and faculty will observe blood, body fluid, secretion and excretion precautions when working with all clients in all settings (clinical, community, and food service). Education and post-test on standard precautions will be completed by Coordinated Program students during orientation.
Substance Abuse Policy
Students at non-La Salle operated practicum settings are regulated by the specific facility’s policies. The La Salle University Students Guide to Resources, Rights, and Responsibilities, regulates conduct at La Salle locations.

Dress Code
All students must wear professional clothes and shoes at all times. Jeans, sweat pants, sweat suits, shorts, miniskirts, open-toed shoes, flip flops, tank tops, and tube tops are not allowed. Bare shoulders, backs, and mid-drifts are not allowed. Scrubs may not be worn, unless specified by your preceptor. Clothes and lab coats must be clean and pressed. Hospital/community organization-issued ID badges must be worn according to the sites local policy. Students must carry their La Salle University identification cards at all times.

Long hair should be pulled back. Short hair should be groomed. Facial hair should be neatly trimmed. Fingernails should be short and well-kept. Jewelry should be professional. Visible piercings, other than single earrings, are not allowed (one in each ear). Visible tattoos are not allowed.

White lab coats must be worn in hospitals and other clinical sites, unless sites follow another policy. Students must purchase their own lab coats unless provided by the clinical site. Cost for lab coats is approximately $50.00. Food service management practicums may have additional dress/uniform requirements in order to meet Health Department regulations. Hair nets, beard nets, aprons, non-skid shoes, gloves, may be required. Nail polish and artificial nails are not permitted in food preparation areas. Large earrings and dangling necklaces may not be worn in food preparation areas. Ask your preceptor to provide you with dress code requirements.

Additionally, some practicum sites may require that hosiery such as socks or panty hose be worn, and may require closed back shoes (no “sling backs,” “mules,” clogs, or Crocs®). Ask your preceptor to provide you with dress code requirements for your practicum site.

Transportation to Practicum Sites
Students are responsible to provide their own transportation to and from all practicum sites. Access to a car is a necessity as all practicum sites are not accessible by public transportation. All transportation costs and parking fees are the responsibility of the student. Costs for transportation and parking will vary considerably depending on the site assigned. Requests for specific sites based on location cannot be honored.

Inclement Weather
All courses at the University remain in session unless announced otherwise by the university. (See website and phone numbers below.) If classes are in session, students are expected to be present for practicum assignments. For safety reasons, faculty and students can make individual decisions about attending practicum experiences during severe weather conditions.
Any absence based on inclement weather must be reported to the course instructor, CP Director, and preceptor via phone BEFORE usual reporting time. Any student not following this policy will be considered unexcused.

To check for school closure,
- Go to: http://philadelphia.cbslocal.com/ or listen to KYW 1060 AM
- Call (215) 925-1060. La Salle’s number is 105 for day classes.
- Sign up for La Salle University’s Class Cancellation Text Alert

You may also call La Salle University’s Weather Emergency number at 215-951-1910 for weather emergency information, or check the university web portal for announcements.

Additional costs associated with the CP
In addition to tuition, out of pocket expenses required for the Coordinated Program as outlined in this manual are estimated total approximately $1,000 - $1,500 including but not exclusive to clearances, conferences, transportation, parking, and Jean Inman review course.

In addition to these policies, CP students should refer to Student’s Guide to Rights and Responsibilities for additional information pertain to La Salle University policy.

PROBATION, PROGRESSION REQUIREMENTS, AND PROGRAM COMPLETION

Probation Procedures
Infractions of any of the policies in this manual can result in the student being placed on probation or dismissed from the program.

In addition, students must satisfactorily complete both the theoretical and practice components of practicum courses per course syllabi in order to receive a passing grade for the course. Students who are not performing satisfactorily in the classroom or practice component of their courses may be placed on probation.

Any student being placed on probation will be notified verbally and in writing regarding specific student behavior that has resulted in probation. The course faculty will notify the Director. Faculty and/or Director will meet with the student to develop an action plan with target dates to improve performance. If sufficient improvement has not been noted by the agreed upon target date, the student will not be allowed to complete the practicum course(s) and may be dismissed from the Coordinated Program. Probationary status continues for the duration of the program.

Progression Requirements for the Coordinated Program
Students must attain a B or better in all practicum courses for progression to the next phase of the program and to obtain the CP Verification Statement. A grade of B- is not sufficient to progress to the next course.
All degree and non-degree students (post-baccalaureate) admitted to the Coordinated Program must complete courses in the following sequence in one year:
   a. Practicum in Clinical Nutrition I (fall semester) and II (spring semester)
   b. Practicum in Community Nutrition I (fall semester) and II (spring semester)
   c. Practicum in Food Service Management (summer semester)

Students may be allowed to repeat a practicum course once after an academic failure (B- or lower) with approval from the director. If the repeat grade does not meet passing standards (B or better), the student will not complete the Coordinated Program or receive a verification statement for the CP.

Requirements for BS in Nutrition and Coordinated Program in Dietetics

Verification Statement
1. All students who meet University and Coordinated Program requirements as shown in the La Salle University Undergraduate Catalog, along with all non-degree post-baccalaureate students who are candidates for a CP verification statement will be issued the Bachelor of Science in Nutrition and 5 copies of the verification statement that certifies completion of the Coordinated Program requirements upon conferral of degree, which is currently August 31st.
2. Students must attain a B or better in all practicum courses to receive a CP Verification Statement. If the student does not achieve successful completion of the CP, they may be eligible for completion of the Didactic Program in Nutrition.

Registered Dietitian Examination
Students are eligible to take the Registration Examination for Dietitians upon successful completion of the CP program and a baccalaureate degree. The cost of the exam and related fees are the responsibility of the student.

Student Feedback
The Coordinated Program welcomes comments from students about the program, faculty, preceptors and program requirements. Students may submit comments, concerns, and suggestions by completing a form located in the Student Lounge in room 3013 in St. Benilde Tower. See Appendix C. Your “C”’s will be handled in a confidential and professional manner.
APPENDIX A
Coordinated Program in Dietetics
La Salle University
School of Nursing and Health Sciences

## CONFIDENTIALITY POLICY

Faculty members and students are required to sign a Confidentiality Statement. Students will be required to sign additional confidentiality forms for affiliating agencies. The signed form is filed in each faculty member’s or student’s file in the School.

Faculty members and students are required to obtain information about the client from the client, the client's chart, the client's health care providers, and specific computer records prior to and during the clinical experience. Students may print only that information that is needed and must immediately black out the client's name from the print out. This information is shared with faculty members and other students in the course for educational purposes as well as those persons involved in the client's care. The above-mentioned are the only persons privileged to this information. The faculty believes that maintaining client confidentiality is an essential part of the professional dietitian’s role. Therefore, violation of this policy by any Coordinated Program student is grounds for disciplinary action.

The faculty member and student are obligated at all times to comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time including applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Standards of the Joint Commission on Accreditation of Healthcare Organizations, administrative and medical record policies, and guidelines established and approved by clinical agencies. The faculty member or student agrees to hold the University harmless for all actions that may arise from the inappropriate use or release of confidential patient information.

In light of the above information, I understand that I will:

1. Not discuss any client or information pertaining to any client with anyone on the health care team who has no educational purpose or who is not involved in the care of the client.
2. Not leave information concerning the client (i.e., computer printouts, interview forms, etc.) in any place where it could be viewed by anyone not privileged to this information.
3. Not discuss any client or information pertaining to any client in any place, i.e., elevators, corridors, dorm rooms, home, where it may be overheard by anyone not privileged to this information.
4. Not print any portion of the computer record that is not authorized by the instructor.
5. Not take any computer printout from the unit without blacking out the client's name.
6. Not mention a client by name, only by code number, when writing course assignments.
7. Not mention any person as a client at the clinical agency or provide any information on the telephone except to those authorized to have that information.
8. Not mention a client by name to anyone in casual conversation including my family members or friends.
9. Adhere to HIPAA regulations.

Student Signature and Date: ________________________________________
Witness Signature and Date: _______________________________________
Note: Student signature denotes that the student has read and agrees to abide by the above statement.
EXPOSURE POLICY FOR NUTRITION STUDENTS

The La Salle University School of Nursing and Health Sciences acknowledges the inherent risks associated with working around or with blood and body fluids. Although, as a nutrition student, you have been taught and are expected to follow universal precautions, it is still possible to come into direct contact with blood and body fluids.

In order to ensure that you, as a student, and the clinical agencies where you perform your clinical practicums are protected in the event of exposure to infectious organisms, the following policy outlines your responsibilities in this area:

1.) You must have and maintain current health insurance and show verification of coverage each year while matriculated in the La Salle University School of Nursing and Health Sciences.

2.) La Salle University and the clinical agencies that provide practical experiences for our students are not responsible or liable for the costs of medical follow-up or expenses incurred.

3.) In the event that you are exposed to blood and body fluids, you will:
   a. Assume full responsibility for disease sequelae. Neither the School of Nursing and Health Sciences nor the clinical site is responsible for ensuring medical follow-up.
   b. Follow the policies of the clinical agency (if any) and assume responsibility for medical follow-up.
   c. Contact the School of Nursing and Health Sciences within 2 hours of exposure. You should contact the course instructor and CP Director.
   d. Contact your primary care physician or nurse practitioner and undergo any necessary precautions, treatments, or tests.

Prior to the start of your clinical experience, you will be reminded by clinical faculty of the need to follow universal precautions in a reasonably prudent manner. In addition, you will be required to sign this statement acknowledging receipt of this Exposure Policy.

By my signature below, I acknowledge receipt of this Exposure Policy and my responsibilities under it as mandated by the La Salle University School of Nursing and Health Sciences and I am willing to comply with them as a student of La Salle University.

Student’s Name (Please Print) ____________________________________________________

_________________________________________ Date

_________________________________________ Date

Witness Signature Date
Appendix C

La Salle University Coordinated Program in Dietetics 2015-2016

Nutrition Programs
Compliments, Complaints or Comments

Do you have something on your mind that you wanted to talk about, but you don’t know how to address the subject? Here is the confidential forum for you! Just fill out the following questions and turn this sheet into the mailbox located in the student lounge on the 3rd floor, 3013 St. Benilde Tower. Your “Cs” will be addressed in a confidential and professional manner. Remember – please fill out all of the questions in order for us to serve you better!

Please circle one:  Compliment  Complaint  Comment

Name of situation, professor, scheduled class, individual, classroom, etc. that is involved:

Please explain “Cs” in detail:

What are your suggestions/solutions if this is a complaint or a comment?

Your name & contact information (optional):
RECEIPT OF HANDBOOK VERIFICATION FORM

I have received and read a copy of the 2015-2016 La Salle University Coordinated Program in Dietetics Student Handbook and understand all policies and procedures contained herein.

__________________________________________
Student’s Signature

__________________________________________
Student’s Name (Please Print)

__________________________________________
Date