



**La Salle University
School of Nursing and Health Sciences
Philadelphia, PA 19141**

**Coordinated Program in Dietetics
Student Handbook
2018-2019**



~ 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.



La Salle University
School of Nursing and Health Sciences
Coordinated Program in Dietetics
1900 W. Olney Avenue
Philadelphia, PA 19141

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 and is intended to supplement the [University Student Handbook](#). By enrolling in the 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.

Coordinated Program in Dietetics Goals and Objectives

Program Goal 1: Prepare students to become competent entry-level dietetic practitioners through successful completion of the Coordinated Program.

Objectives:

The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80% .

90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

At least 80% percent of program students complete program/degree requirements within 1 1/2 years (150% of the program length)

90% or more of program graduates who seek employment in dietetics will be employed within twelve months of program completion.

Greater than 90% of program graduates responding to alumni surveys will report "agree or strongly agree" regarding preparation for entry-level job responsibilities.

When surveyed, over 80% of employers will agree or strongly agree that graduates are adequately prepared for entry level positions.

Program Goal 2: Prepare graduates who respond to changing food, nutrition, and health care needs of individuals, groups, and urban communities.

Objectives:

All Coordinated Program interns will complete as least one practicum experience within urban communities with diverse populations.

Greater than 90% of graduates responding to alumni survey will agree or strongly agree that the Coordinated Program prepared them to incorporate emerging nutrition knowledge (e.g. clinical and government guidelines, nutrition research) into practice.

Over a 5-year period, greater than 90% of graduates will agree or strongly agree on exit survey that the Coordinated Program increased their cultural competence in working with individuals and groups in urban communities.

Over a 5-year period, greater than 90% of graduates responding to alumni survey will agree or strongly agree that they were prepared for the current Commission on Dietetic Registration professional development portfolio process.

Core Competencies for the RDN
Accreditation Council for Education in Nutrition and Dietetics (ACEND)
Accreditation Standards for Dietitian Nutritionist Education Programs
Effective June 1, 2017

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

Competencies

- CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature.
- CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4: Evaluate emerging research for application in nutrition and dietetics practice.
- CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis.
- CRDN 1.6: Incorporate critical-thinking skills in overall practice.

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

Competencies

- CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2: Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4: Function as a member of interprofessional teams.
- CRDN 2.5: Assign patient care activities to NDTRs and/or support personnel as appropriate.
- CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7: Apply leadership skills to achieve desired outcomes.
- CRDN 2.8: Demonstrate negotiation skills.
- CRDN 2.9: Participate in professional and community organizations.
- CRDN 2.10: Demonstrate professional attributes in all areas of practice.
- CRDN 2.11: Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
- CRDN 2.12: Perform self-assessment and develop goals for self-improvement throughout the program.
- CRDN 2.13: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 2.14: Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CRDN 2.15: Practice and/or role play mentoring and precepting others.

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

Competencies

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

CRDN 3.2: Conduct nutrition focused physical exams.

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

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

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

CRDN 3.6: Use effective education and counseling skills to facilitate behavior change.

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

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

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

CRDN 3.10: Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

Competencies

CRDN 4.1: Participate in management of human resources.

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

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

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

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

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

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

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

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

CRDN 4.10: Analyze risk in nutrition and dietetics practice.

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COORDINATED PROGRAM IN DIETETICS

Policies and Procedures

PRE-ENTRANCE REQUIREMENTS

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 CP curriculum is conditional upon health requirements being met.

General University Health 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 Health and Screening Requirements: After being accepted into the Coordinated Program (CP) and before starting any practicum courses, the following compliance requirements must be completed. For all students entering the Coordinated Program, all health and compliance data is to be reported through the policies and procedures as outlined by CastleBranch (<http://portal.castlebranch.com/LA68>). Instructions for setting up a CastleBranch account and completing these requirements will be given at the end of the spring semester before starting the program. All required documentation must be on file by the due date designated annually in order for the student to be able to begin the program.

The School of Nursing and Health Sciences (SONHS) 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, and include tuberculosis screening, titers for Hepatitis B, MMR (Measles, Mumps, and Rubella), and Varicella; a Tetanus/Diphtheria/Pertussis (Tdap/Adacel) shot within 10 years, and an annual flu shot. All students must complete all requirements listed and all costs related to the health requirements are the responsibility of the student. Students must submit their exam to Castle Branch on the SONHS Physical Exam form.

Placement sites may have additional requirements that the student must meet before starting supervised practice at a specific organization.

Clinical health requirements include:

1. Initial Tuberculosis testing must be a 2-step PPD with 2 PPD tests done 1-3 weeks apart.. Subsequent tuberculosis testing is a one-step PPD or QuantiFERON® Gold Blood Test repeated annually. It must span the entire academic year. If a student has a positive PPD reaction or history of a previous reaction, a negative chest x-ray within the past six months of the start of program is required. A follow-up annual CXR is not required but a TB screening form must be completed by the students' health care provider annually.

2. Hepatitis B Vaccine proof of 3-shot series AND a titer indicating adequate antibody development; if student has received the 3-shot vaccine series and the titer determines there is no antibody development, the student should receive a second 3-shot series and then a repeat titer. If the titer is negative a second time, no further vaccination is required. This student will be identified as a non-responder.
3. Titers for measles, mumps, rubella, and varicella. It is not sufficient to report having had any of these illnesses or vaccines as a child. Titers must indicate adequate protection. Equivocal results are considered negative and the student is required to get a booster for the MMR vaccine. For varicella, the student may show documentation of having received the 2 doses of the varicella vaccine OR a positive titer in the case of prior infection.
4. 10-panel drug screen (see detailed information under this heading)
5. A recent dose of the t-dap vaccine (ADACEL®) (TD vaccine/booster is not sufficient; the vaccine must contain pertussis vaccine.
6. Proof of meningitis vaccination or signed waiver
7. Flu vaccine for current flu season year (Vaccine typically is available in October). Health care agencies require proof of seasonal flu vaccine each year. Students who refuse this vaccine may not be able to attend clinical experiences unless approval is given by the health care agency. Students who refuse the flu vaccine must agree to all requirements of the agency or progression in clinical courses may be disrupted.
8. A physical examination.
9. Proof of medical insurance yearly

Student Health Insurance

While enrolled in the CP, 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 with Castle Branch.**

CPR for Healthcare Providers: (Adult, Infant and Child with AED) You must have CPR Certification for Health Care Providers. LaSalle University accepts American Heart Association (AHA) or American Red Cross (ARC) CPR for Health Care Providers. Please enter your CPR Certification Date on the Form in Castle Branch and upload a copy of the front and back of your card. CPR certification must be current throughout the program.

Urine Drug Screening: Castle Branch will enter the test date in the System.

Castle Branch will email you a registration ID within 1-2 Business Days after you place your order on the <https://portal.castlebranch.com/LA68> website. You will also receive the location closest to your address in that email. You must complete the drug test within 30 days of receiving the email or your registration ID will expire.

No student will be eligible to attend clinical experiences if the urine drug screen is positive. A “negative diluted” result cannot be accepted. Students can repeat the urine drug screen at their expense but the results must be negative prior to the first clinical day. Repeat urine drug screens may be required according to individual site policy during the program.

PA Child Abuse History Clearance: Once you order your package at <https://portal.castlebranch.com/LA68> you will be directed to <http://www.compass.state.pa.us/cwis> to obtain your Child Abuse Clearance. Upload a copy of this certificate to your Castle Branch account.

FBI Fingerprinting: Once upon entry to the Program – Castle Branch will enter the test date in the System. Once you place your order on <https://portal.castlebranch.com/LA68> , Castle Branch will register you for electronic fingerprinting and send you a Registration ID via email within 1-3 Business Days. Once you complete your fingerprinting using the instructions on the site and in your email, the DPW will process your prints within 2-3 weeks. You will receive your results on a form with the Pennsylvania state seal on top of the certificate in the mail. Upload a copy of this certificate to your Castle Branch account.

Criminal Background Check Clearance: Yearly – Castle Branch will enter the test date in the System. Once you place your order at <https://portal.castlebranch.com/LA68> Castle Branch will process your criminal background check within 1-3 Business Days (in most cases). When the results are complete, Castle Branch will apply those results to your account.

Any student with evidence of a felony conviction on their state or federal criminal conviction record check, and/or any student without a cleared child abuse record, will not be permitted to enter or to remain in the Coordinated Program. Individual agencies and licensure boards may have additional specific requirements pertaining to background check results. Therefore, the presence of a conviction of any sort on a student’s record, including a misdemeanor, could prevent the 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.**

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.

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 approximately \$60.00.

Checklist of Requirements for Students in the Coordinated Program

- _____ Register with CastleBranch (separate instructions provided)
- _____ School of Nursing and Health Sciences Health History and Physical Exam form signed by your provider
- _____ Tuberculosis test
 - 2-step PPD if this is your first TB test (2 tests 1-3 weeks apart), 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 – 2,000,000 per incident and 5,000,000 aggregate
- _____ Background check through CastleBranch
- _____ PA State Child Abuse History Clearance
- _____ FBI Background check (fingerprinting)
- _____ Urine drug screening
- _____ CPR card – American Heart Association or American Red Cross for Healthcare Providers (Adult, Infant, and Child) CPR with AED training certification
- _____ Student membership in the Academy of Nutrition and Dietetics
- _____ Flu shot for current flu season year when vaccine is available

PRACTICUM POLICIES

Prior Learning

The CP does not have a policy for assessing prior learning or competence, and therefore does not grant credit or supervised practice hours for experiences completed outside of the program.

Pre-Experience Preparation

Coursework assigned during the summer before the CP is mandatory and must be completed as assigned. Students are expected to check their La Salle email at least weekly during the summer prior to starting the program for any announcements.

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 classroom and practicum experiences according to the syllabus requirements of each practicum class and the requirements of the practicum sites. Practicum hours span the entire semester, including final exam weeks. The Program follows the [University calendar](#), with the exception of the Tuesday of the Fall mid-semester holiday, which is considered a practicum day rather than a day off. Vacation days are **not** allowed during practicum classes of the Coordinated Program. Practicum days cannot be missed for athletics or employment. 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.

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.

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 petition to re-take the practicum course. Unexcused absences or falsification of attendance records will result in disciplinary action.

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.

Educational Purpose of Supervised Practice

The purpose of supervised practice is to provide learning experiences aimed at meeting professional competencies under the guidance of preceptors and other professional staff. Students are not to be used as free labor to replace employees. However, students can be expected to perform a variety of duties in order to meet the needs of the facility on a particular day as would be expected of a preceptor or professional staff member.

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.

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 instructor, preceptor, or director 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 can result in disciplinary action.

Hours

Students are expected to attend their practicum sites for an 8-hour day during the same hours that their preceptors work. This will generally fall between the hours of 7:00 am and 6:00 pm Monday through Friday, depending on the preceptor's schedule. Some required activities may be scheduled in the evenings and occasionally on weekends such as professional meetings, health fairs, and campus events.

Additional time above and beyond the site's normal work day may be required at times as would be expected of a professional salaried employee. Students must maintain a log of their hours which must be approved by their preceptor after the hours are worked. Increments of time less than 30 minutes should not be counted. Routinely accruing extra hours by staying late or working through lunch is not permitted. Students may not be late for practicum experiences. Repeated lateness will result in an unexcused absence.

Additional Professional Experiences

During the CP, additional experiences will be required outside of class and practicum hours including but not limited to attendance at professional meetings, health fairs, campus activities, 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. 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 to the discretion of the course instructor and CP Director.

Costs associated with professional meetings and additional experiences are estimated to be up to 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.** Students are expected to complete all practice questions with at least 80% correct responses prior to registering for the CDR exam.

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 avoid sending text messages except in the case of emergencies or urgent matters.

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.

Confidentiality

Students are required to sign the Confidentiality Statement included in Appendix A of this manual. The signed form will be filed in the Program's student file and a copy will be provided to the student. Violations of this policy is grounds for disciplinary action and can result in dismissal from the program.

Cell phones and electronic devices

Students may use cell phones or other electronic devices at their sites to access the internet or utilize professional applications when it is necessary to complete their work for that site. Students must obtain prior permission from their preceptor and only use the device in designated areas. 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 or other electronic devices for personal use in the classroom or practicum setting 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 any form of social media including Facebook, Twitter, Instagram, Snapchat, etc. 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 social media. 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. See the Exposure Policy in Appendix B.

Illness or Injury in Supervised Practice Sites

In the event of an illness or injury in the supervised practice site, the student will inform his or her preceptor or immediate supervisor immediately and follow the policies and procedures of the site. The student should seek emergency medical care or make an appointment with their personal physician’s office for follow up. The student must report the incident to the Program Director and provide a signed note from the student’s healthcare provider specifying that the student has permission to return to classroom and practicum experiences. Costs related to medical care are the responsibility of the student.

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

A professional appearance should be maintained during all practicum experiences. Your appearance should not distract others from your professional expertise or give a negative impression of the program. All students must wear professional clothes, shoes, hairstyles, jewelry, and makeup during practicum experiences. Jeans, sweat pants, leggings, yoga pants, shorts, miniskirts, tank tops, crop tops, low cut shirts, and sheer garments are not allowed. Shoes should be conservative and closed-toed, with less than 2 ½ inch heel height. 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®). If boots are worn, they should not extend above the knee. 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 must be short and well-kept; artificial nails are not allowed due to infection risk. 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.

Transportation to Practicum Sites

Students are responsible to provide their own transportation to and from all practicum sites. Students are solely responsible for any and all risks related to transportation to and from practicum sites, and by participating in a practicum every student agrees that the University will bear no liability for any claims, losses, or injuries that may occur during or as a result of such transportation. 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 \$1,500 - \$2000 including but not exclusive to clearances, conferences, transportation, parking, meals, and Jean Inman review course.

Assessment of Learning and Performance Evaluation

Students will receive regular feedback via graded course assignments and mid and end-of semester evaluations given by preceptors. Overall course grades are assigned at the end of each semester. Students must complete each practicum course with a B or better in order to continue in the program. If a student is in danger of not earning a B based on graded assignments or site performance, the course instructor and/or director will notify the student in writing and schedule a meeting to determine steps for improvement. This may include additional assignments to demonstrate competency, specific behavioral goals in the sites, and/or formal probation.

Academic Integrity Policy

Cheating, plagiarism, and other forms of academic dishonesty will not be tolerated. All work submitted by a student must be the student's own work. Summarizing or directly quoting other people's ideas must be appropriately acknowledged (in AMA style). The first instance of academic dishonesty may result in a grade of "0" on the relevant assignment. Further instances may result in a grade of "F" for the course.

It is the responsibility of the student to understand plagiarism and comply with University policies and procedures. Students are referred to the following site for resources about plagiarism: <http://www.lasalle.edu/library/plagiarismandcopyright/>

It is expected that all work submitted by a student represents his/her own efforts. If the work involves an assigned group project, it is inferred that the work is that of the total group. It is the responsibility of the group members to ensure that all group members contribute equivalently to the project. Faculty assistance in conflict resolution should be requested if students cannot resolve group issues on their own.

Cheating refers to any academic dishonesty on examinations, written papers, and assigned projects and is defined by deliberate, deceitful intention to obtain or give information. The person(s) deliberately giving the information and the person(s) deliberately receiving the information are "cheating. Faculty may assign a grade of "0" for work found to be associated with cheating.

In addition to the potential impact on grades, academic dishonesty can result in a student being placed on probation or dismissed from the program.

Probation Procedures

Infractions of any of the policies in this manual, or deficiencies in academic or practice areas, can result in the student being placed on probation or dismissed from the program.

Students must satisfactorily complete both the theoretical and practice components of practicum courses per course syllabi in order to receive a passing grade (B or better) for

the course. A student should earn an overall rating of “present” for skills on the site evaluation by the end of the practicum 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 specific steps to be taken and target dates to improve performance using the Notification of Probationary Status form in Appendix C. If sufficient improvement has not been noted by the agreed upon target date, or if repeated policy violations occur, the student will not be allowed to complete the practicum course(s) and may be dismissed from the Coordinated Program.

Progression Requirements for the Coordinated Program

Students must complete each practicum with a grade of B or better in all practicum courses to progress to subsequent courses in the program. A grade of B- is not sufficient to progress to the next course.

Students must maintain a GPA of $>$ or $=$ 3.2 to remain in the program,

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 who withdraw from a course or fail to earn a B or better can petition to be allowed to repeat a practicum course once after an academic failure (B- or lower). Since courses are offered sequentially, this will result in a delay in program completion. 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.

Request for repeat a Practicum course in the Coordinated Program in Dietetics

A student who fails to earn a B or better in a CP course and who believes that significant extenuating circumstances have contributed to the lack of academic and/or practice-based success may make an appeal to the Coordinated Program Admissions and Progressions Committee to repeat a course and be allowed to progress in the program after successful completion of the course. Students should make a written request by first contacting the Director of the Coordinated Program for a review of the policy and the process. The Coordinated Program Admissions and Progressions Committee will review the request and make a final decision regarding a course repeat. Repeating a course is possible only once during the CP for a student who has not earned a B or better in that course. Following a course repeat, a failure (B- or lower) in any subsequent course will lead to dismissal from the program (even if it is in the last semester of the program). The student must have an overall GPA of at least a 3.2 to be eligible. The opportunity to repeat a course is not guaranteed upon request; it is only to be approved in the case of significant

life event(s) for which the student did not have control over during the academic semester in which he/she failed or failed to meet the benchmarks.

Appeal Process for Repeating a CP course.

1. The student must submit the appeal within 14 days of written notification of course failure (B- or lower).
2. The typewritten formal letter of appeal should be addressed to the Director of the Coordinated Program in Dietetics of the School of Nursing and Health Sciences.
3. The letter should include:
 1. A statement requesting consideration to repeat a course.
 2. An explanation of the reason(s) the student thinks contributed to poor academic success.
 3. A plan of intention describing what the student will do differently if allowed to continue in the Coordinated Program.
 4. Supporting documents must be submitted (as appropriate).
4. Notification of the decision will be made in writing to the student.
5. Following notification of a decision for repeating a course, the student must meet with the Director to determine a plan for completing required remediation, repeating the failed course during the next semester that it is offered, and resuming the CP course progression. The student must agree in writing to follow the prescribed plan in its entirety. If the student does not agree to any part of the plan, the offer to repeat the course will be rescinded.

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 will be issued the Bachelor of Science in Nutrition and 5 copies of the verification statement that certifies completion of the Coordinated Program requirements within two weeks of conferral of degree, which is currently August 31st.
2. Non-degree seeking post-baccalaureate students who meet Coordinated Program requirements as shown in the La Salle University Undergraduate Catalog will be issued 5 copies of the verification statement that certifies completion of the Coordinated Program requirements within two weeks of program completion.
3. 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.

Licensure

Forty-six states, including Pennsylvania, regulate the practice of dietetics through licensure. State licensure and state certification are entirely separate and distinct from

registration or certification by the Commission on Dietetic Registration. Once you successfully complete the CDR exam and become a registered dietitian (RD), you can apply for state licensure as a dietitian-nutritionist in Pennsylvania. The application for licensure in Pennsylvania can be obtained from the Pennsylvania State Board of Nursing: <http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Documents/Applications%20and%20Forms/LDN%20Online%20Application%20Instructions.pdf> Information on licensure and certification in other states is provided at <https://www.cdrnet.org/state-licensure>.

As of January 1, 2015, all persons applying for issuance of an initial license in Pennsylvania must complete 3 hours of Department of Human Services-approved training in child abuse recognition and reporting requirements in order to become licensed.

Complaints

Complaints about course-related issues such as assignments or grades should be addressed first with the instructor. If the issue is not resolved, the student should make an appointment to speak with the program director, or department director in the case where the program director is also the instructor. Complaints about preceptors, sites, or program requirements should be addressed with the program director. If the issue is not resolved, the student can request a meeting with the department director using the complaint form available in Appendix C. After completion of these steps, if the student is unable to resolve the problem, the student may contact the Dean's office to submit their written complaint.

University policies and procedures, including those regarding student rights, grade appeals, academic integrity, and complaints regarding harassment and/or discrimination can be found in the [Student Guide to Rights and Responsibilities](#).

Matters that relate to ACEND accreditation standards and policies that cannot be resolved at the program, school, or university level may be addressed with ACEND. Only signed complaints related to accreditation standards or policies can be forwarded to ACEND. More information, including how to submit a complaint for unresolved issues related to ACEND accreditation, can be found at <http://www.eatrightacend.org/ACEND/content.aspx?id=6442485390>.

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.

APPENDIX B

La Salle University
School of Nursing and Health Sciences
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) _____

Student's Signature

Date

Witness Signature

Date

APPENDIX C

**La Salle University School of Nursing and Health Sciences
Coordinated Program in Dietetics**

Notification of Probationary Status

Purposes: (1) to notify the student that he/she is in jeopardy of failing a practicum course and (2) to develop an action plan to assist the student in his/her efforts to satisfactorily meet the course objectives and abide by program policies.

Student's name:

Student number:

Course:

Faculty:

Date:

Date for re-evaluation:

Problem identification: (Provide specific statements describing why the student is in jeopardy of failing; can list competencies or policies; if necessary, attached other documents for clarification)

Action Plan: (Provide specific steps that will be taken to assist student in meeting the course objectives and complying with policies; specify the date of re-evaluation in space provided above).

Signatures:

Student _____

Faculty: _____

APPENDIX D



Nutrition Programs Student Complaint Form

A complaint is an educational or personal issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her education. Students who have a complaint about their La Salle University experience should complete this form and submit it to the appropriate individual as directed in the program Student Handbook. *It is an express School of Nursing and Health Sciences policy that all students at all times have the right to lodge a complaint which they deem important without fear of retaliation of any sort or any other adverse consequence as a result of doing so.*

Student Name: _____ Student ID# _____

Email Address: _____ Preferred Telephone Contact:

Semester/Year: _____ Current student: Yes _____ No _____

Name of individual and/or program against whom the complaint is filed:

Describe your complaint in detail, including date/s of occurrence if possible: (Attach additional sheets, if necessary, along with any documentation that will help describe and substantiate the complaint):

Students are encouraged to discuss their concerns and complaints through informal conferences with the appropriate instructor or program. Have you made an attempt to resolve this complaint in this way?

Yes _____ No _____

If yes, describe the outcome (Attach any additional comments, if necessary):

What outcome do you hope to achieve after talking to the appropriate University official(s)? (Attach additional sheets if necessary):

I understand that information contained on this Complaint form will be held confidential to the extent possible. Complaint information may be shared with University officials in order to conduct a thorough investigation. I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge.

Signature: _____ Date: _____

Student

RECEIPT OF HANDBOOK VERIFICATION FORM

I have received and read a copy of the 2018-2019 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