

University of Pittsburgh
School of Health and Rehabilitation Sciences
Department of Sports Medicine and Nutrition
Clinical Dietetics and Nutrition

Coordinated Masters in Dietetics
Student Handbook 2011-2012

Preface

The faculty and staff of the Clinical Dietetics and Nutrition Program (CDN) join in welcoming you. We are pleased that you have selected the Coordinated Masters in Dietetics (CMD) at the University of Pittsburgh School of Health and Rehabilitation Sciences (SHRS) to pursue your professional education and training.

This handbook was developed to familiarize you with the program policies and procedures which you are required to follow while you are a student enrolled in the CMD. The CMD Handbook is not intended to be all-inclusive, but rather, to be used as a supplement to the [School of Health and Rehabilitation Sciences \(SHRS\) Graduate Student Handbook](#) and the [University of Pittsburgh Graduate and Professional Bulletin](#).

All of the SHRS policies and procedures apply to CMD students; however, this handbook delineates specific interpretations as they apply to students enrolled in the CMD. It outlines accepted policy, based on the program's compliance to the American Dietetic Association's Standards of Education and provides the framework within which the Program Director, University faculty and staff, and students can work together effectively.

It is important that you read and become knowledgeable about the information presented in both this handbook and the [SHRS Graduate Student Handbook](#). It is also important that you retain and use both handbooks as a basic reference while you are enrolled in the CMD.

Coordinated Masters in Dietetics

Table of Contents

I.	Program Administration and Faculty	
	A. Program Administration	5
	B. Faculty Advisors	5
	C. Faculty & Staff Directory	5
	D. Office Hours	6
	E. Department Announcements and Student Mail	7
	F. Telephone and Fax Usage; Photocopying	7
	G. Unofficial Requests for Student Telephone & Address	7
II.	Student Professional Organizations	8
III.	Curriculum Overview	
	A. Mission of CMD Program	9
	B. Goals and Outcome Measures of CMD Program	10
	C. Description of the CMD	11
	D. CMD Curriculum	11
	E. National Registration Examination for Dietitians	12
IV.	Student Financial Responsibilities	
	A. Basic Tuition and Fees	13
	B. Additional Expenses	13
	C. Itemized Additional Expenses	14
	D. Explanation of Additional Expenses	16
	E. Expenses Immediately Following Graduation	17
V.	Academic Policies & Procedures for CMD Students	
	A. Academic Calendar and Schedule	18
	B. Plan of Studies	18
	C. Advanced Standing	19
	D. Academic Probation	20
	E. Part-Time Students: Progression to Supervised Practice Courses	20
	F. Class Attendance	20
	G. Resignation from All Courses and the CMD Program	20
	H. Confidentiality of Student Records	20
	I. Student Access to Personal Files	21
	J. University of Pittsburgh Nondiscrimination Policy Statement	21
	K. Academic Integrity and Grievance Procedure	21
	L. Dismissal from the CMD	22
	M. Graduation	22

VI. <u>Supervised Practice: Policy & Procedures</u>	
A. <u>Introduction</u>	23
B. <u>Academic Requirements</u>	25
C. <u>Required Preparation for Supervised Practice</u>	25
D. <u>Supervised Practice Assignments</u>	30
E. <u>Schedule for Supervised Practice</u>	33
F. <u>Attendance for Supervised Practice</u>	35
G. <u>Make-up Time for Missed Supervised Practice</u>	35
H. <u>Assessment of Student Performance in Supervised Practice</u>	37
I. <u>Standards of Appearance/Dress Code</u>	38
VII. <u>Appendices</u>	
A. <u>CADE Foundation Knowledge, Skills, and Core Competencies</u>	42
B. <u>Coordinated Masters in Dietetics Curriculum</u>	46
C. <u>Plan for Clinical Hour Make-up Time</u>	47
D. <u>Make-up Time Log Sheet</u>	48

I. Program Administration and Faculty

A. Program Administration

The Coordinated Masters in Dietetics (CMD) is a Professional Master's Degree program offered by the Department of Sports Medicine & Nutrition (SMN) in the School of Health and Rehabilitation Sciences (SHRS). The CMD is accredited by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA).

Each faculty member of the Clinical Dietetics & Nutrition (CDN) programs participates in planning, teaching, and evaluating the CMD program. Students participate in the evaluation of the courses offered and the CMD curriculum. The CDN Program Director is ultimately responsible for determining that each student has successfully met the knowledge and performance requirements for Entry-Level Dietitians which are delineated in the ADA's Standards of Education ([Appendix A](#)), and for verifying that the student is eligible to take the National Registration Examination for Dietitians.

B. Faculty Advisors

Upon acceptance into the CMD program, each student will be assigned an advisor who is a member of the CDN faculty. The role of the faculty advisor is to provide guidance to the student as they make decisions regarding registration, changes in their Plan of Studies, academic goals and progress, and career planning and development. Students are encouraged to schedule appointments with their advisors on an "as needed" basis; however, faculty advisors will also initiate appointments with their advisees at least once each term. For additional information on advisor assignment, roles, and responsibilities please see the [SHRS Graduate Student Handbook](#).

C. Faculty and Staff Directory

The CDN faculty and staff offices are located in 4044 Forbes Tower. The name and contact information for individual faculty and staff are presented below and on the following page. A mailbox for each faculty member is located in Room 4044 Forbes Tower.

Scott Lephart, PhD

Professor and Chair, Department of Sports Medicine and Nutrition

UPMC Center for Sports Medicine Phone: (412) 246-0460

lephart@pitt.edu

Kevin Conley, PhD, ATC

Assistant Professor and Vice Chair, Department of Sports Medicine and Nutrition

Room 5065B Phone: (412) 383-6737 kconley@pitt.edu

Deborah Hutcheson, DCN, RD, LDN, CNSD, CDE

Assistant Professor and Program Director, Clinical Dietetics & Nutrition

Room 4048 Phone: (412) 383-6534 dhutches@pitt.edu

Lori Cherok, MS, RD, LDN, CNSD

Instructor; CDN Clinical Coordinator

Room 4050 Phone: (412) 383-6566 lcherok@pitt.edu

Faculty and Staff Directory (continued):

Kim Crawford, PhD, RD, CSSD
Assistant Professor; Coordinator of Graduate Studies in Nutrition
Room 4052 Phone: (412) 383-6747 kcrawfor@pitt.edu

Judith Dodd, MS, RD, LDN, FADA
Assistant Professor
Room 4053 Phone: (412) 383-6528 jdodd@pitt.edu

Diane Helsel, PhD, RD, LDN, CSSD
Assistant Professor
Room 4054 Phone: (412) 383-6532 dih1@pitt.edu

Lisa McDermott, MS, RD, CDE, LDN
Instructor
Room 4053 Phone: (412) 383-6580 lmcdermo@pitt.edu

Meaghan Beck
Administrator
Room 4044 Phone: (412) 383-6530 mbeck1@pitt.edu

Robert Kornosky
Financial Administrator
Room 4049 Phone: (412) 383-6527 kornosky@pitt.edu

D. Office Hours

Department Office Hours

The Sports Medicine & Nutrition Department Office (Room 4044) is open from 8:00 am to 4:30 pm on weekdays.

Faculty Office Hours

Students may meet with individual faculty members for a variety of reasons that may require either scheduled or unscheduled appointments. Regardless of the purpose of the meeting, each student has the right to privacy while meeting with the faculty member.

1. Unscheduled Appointments During “Open Office Hours”

Faculty members may maintain “open office hours” related to the course they teach. These “open office hours” are either stated on the course outline(s) or are posted outside the faculty member’s office door. Students are not required to schedule appointments to meet with the faculty member during these “open office hours”.

2. **Scheduled Appointments**

Appointments with individual faculty members at times other than those identified as “open office hours” are arranged by appointment only. These appointments should be scheduled directly with the faculty member.

E. Department Announcements and Student Mail

Bulletin Boards

Official Department announcements are posted on the bulletin board located on the wall outside of Room 4044 Forbes Tower. This bulletin board is reserved for *official announcements* and students must check with a CDN faculty member before posting items.

Student Mail Boxes

Each student enrolled in SHRS is assigned a mail slot. The mail slots for CMD students are located on the fourth floor of Forbes Tower near the restrooms. CDN faculty and SHRS staff will be using these mailboxes to provide important information to the students; therefore it is the student’s responsibility to check his/her mailbox daily.

Student Dietetic Association (SDA) Mail

The SDA has a mailbox located with the faculty mailboxes in Room 4044 of Forbes Tower. SDA officers are responsible for picking up SDA mail.

F. Telephone and FAX Usage; Photocopying

Students are advised that the department telephone and fax machine cannot be used for personal or SDA business. There is a photocopying machine available for student use in the Learning Resource Center (room 4011 Forbes Tower). Department faculty and staff should not be asked to make photocopies for students.

G. Unofficial Requests for Student Telephone Numbers or Addresses

Student addresses and phone numbers will be made available only to faculty members, SHRS Student Services staff, or for other University related official business. Students are advised that consistent with University policy, unofficial requests for the telephone numbers or mailing addresses of students will not be given out to individuals who call for or otherwise request this information. The Department Administrator will take the name and phone number of an individual requesting a student’s phone number or address and relay that information to the individual concerned.

II. Student Professional Organizations

Students enrolled in the CMD are eligible for membership in the three dietetic associations described below.

A. The American Dietetic Association

The American Dietetic Association (ADA) is the national professional organization of registered dietitians. Membership in the ADA is required for all CMD students. There is a \$50.00* annual fee for student membership. Benefits of being an ADA member include a subscription to the *Journal of the American Dietetic Association*, access to the Evidence Analysis Library, a discounted price for the online Nutrition Care Manual and other ADA resources, and eligibility for ADA and state awards and scholarships. Applications for student membership are available from the ADA website at <http://www.eatright.org>

B. Graduate Student Dietetic Association

The Graduate Student Dietetic Association (gSDA) is organized and managed by CDN student members with a member of the CDN faculty acting as advisor to the organization. Officers of the gSDA are elected from the membership in accordance with the gSDA By-Laws. Student membership in gSDA is strongly recommended.

Further details about the gSDA and procedures for joining the organization will be presented at the first fall term meeting of the gSDA. All in-coming CMD students are invited to attend the meeting. The date of the meeting will be posted on the department bulletin board outside of Room 4044 Forbes Tower.

C. Pittsburgh Dietetic Association

The Pittsburgh Dietetic Association (PDA) is a local professional organization for dietitians. Membership in PDA provides opportunities to network with local dietetics professionals and attend professional seminars at a discounted rate. The student membership fee is \$7.00*. Applications are available from the PDA website at <http://www.eatrightpittsburgh.org>

Note: *All fees are subject to change.

III. Curriculum Overview

A. Mission

The Coordinated Masters in Dietetics at the University of Pittsburgh School of Health and Rehabilitation Sciences has as its mission the development of graduate students with competence and advanced skills to practice effectively as entry-level dietitians with specialty in nutrition therapy (NT). Clinical dietetics practice is defined in this program as the provision of comprehensive nutritional assessment and planning, for persons of all ages, both ill and well. It recognizes the need to provide continuity of care coordinated throughout each person's health-sickness cycles and within the context of the individual's life situation. It recognizes the dignity of the individual, his/her right to care and to participate in the decisions involving that care.

The unique expertise of the clinical dietitian lies in the specialized knowledge of food and nutrition services for individuals, groups and communities. The clinical dietitian, therefore, must be competent in:

1. The application of nutrition science.
2. The application of food science including food composition, food economics and food processing and preparation principles.
3. The understanding and application of the psychological and social significance of eating behavior.
4. Nutritional assessment, care planning and evaluation.
5. Counseling techniques.
6. Educational methodology.
7. Communication with health care and dietetic team members.
8. Coordination of nutritional care with other components of care.
9. Managing available human and fiscal resources efficiently and effectively.

Although the program focuses on a NT specialty, it has as its foundation, a curriculum designed to provide the students with the opportunity to develop the level of competence required of all entry-level dietitians. This level of competence, delineated in the [American Dietetic Association's Knowledge, Skills, and Competencies for Entry-Level Dietitians \(Appendix A\)](#) emphasizes the development of proficiency in each of the three functional areas of dietetics: clinical dietetics, community dietetics, and food service systems management.

Social and political changes in the nation's concepts about health services have brought increasing demands for more and different services. As a result, efforts are under way to restructure health care delivery systems so that quality care can be available to all and that health care personnel can be optimally and effectively utilized. Therefore, the settings in which CMD graduates will ultimately practice will be varied. Although the acute care institutional setting will probably continue to be the major practice site, especially at entry-level, the graduates of this program also will be prepared for practice in ambulatory care and other primary care settings.

The program faculty believe that the basic practice of entry-level clinical dietetics remains the same, regardless of the setting in which it is practiced. The flexibility and adaptability

required to make the necessary adjustments to varying practice sites will be inherent in the graduate who has been educated (rather than trained) in the structure and unique methods of the profession, and in the nutritional requirements of persons well and ill of all ages.

Essential to, but indeed a prerequisite to the process of attaining the knowledge, skills, and abilities inherent in professional dietetics education, is the attainment of both broad-based liberal arts education and knowledge of theory which underlies dietetic practice.

The Coordinated Masters in Dietetics responds to the professional dietetics career interests and professional education needs of individuals in Western Pennsylvania, the State as a whole, and the surrounding regions of the State. The Program assists in meeting the demand for credentialed dietitians in Pennsylvania and the United States.

In fulfilling its mission, the Program utilizes the vast resources of the University of Pittsburgh, the School of Health and Rehabilitation Sciences, and the University of Pittsburgh Health System (UPMC). The quality of the Program is consistent with the expectations of the citizens of the State and will allow graduates of the Program to develop the degree of competence and the level of proficiency necessary to provide high quality dietetic services.

B. Goals & Outcome Measures

The goals and outcome measures of the CMD Program are:

1. To prepare registry-eligible master's degree graduates who will have attained both the competence required of all dietitians upon entry into practice and the additional entry-level competence in the emphasis area of Nutrition Therapy (NT).
 - a. Over a five-year period, 80% of students admitted to the program will complete the program requirements within 3 years.
 - b. Within one year of completing the program, at least 80% of the graduates will take the National Registration Examination for Dietitians.
 - c. Graduates over a five-year period will achieve an 80% pass rate on the National Registration Examination for Dietitians as first-time test takers.
 - d. Over the course of five years, 80% of employers of graduates will rate the preparation of graduates (level of competence and proficiency) at or above average.

2. To prepare graduates who will meet the needs of consumers in Western Pennsylvania and other regions of the country for entry-level master's prepared Registered Dietitians with additional entry-level competence in the emphasis area of nutrition therapy.
 - a. Within one year of completing the program, 70% of graduates will obtain employment, and/or begin pursuing certification in a nutrition or nutrition-related field.
 - b. Within one year of completing the program, 70% of the graduates who are employed will be working in positions that include role responsibilities in the emphasis area of Nutrition Therapy.
 - c. Over the course of five years, 80% of employers of graduates will rate the preparation of graduates as being at or above that of other entry-level dietitians they have employed.

- d. Over a five year period, 50% of graduates will be employed in Western Pennsylvania.

C. Description of the CMD

The University of Pittsburgh CMD is a graduate program administratively housed in the School of Health and Rehabilitation Sciences, Department of Sports Medicine and Nutrition. Students are admitted to the CMD following completion of a Bachelor of Science degree and prerequisite requirements.

The CMD curriculum contains all of the Foundation Knowledge and Skills and will build upon the foundation knowledge and skills by providing the learning activities for the achievement of the Core Competencies for entry-level dietitians ([Appendix A](#)) as outlined in the Standards of Education of the American Dietetic Association which are presented in the CADE Accreditation Handbook for Dietetic programs. It is also designed to extend beyond the basic requirements for all entry-level dietitians by providing for an emphasis in Nutrition Therapy.

The CMD is accredited by the American Dietetic Association Commission of Accreditation for Dietetic Education which is recognized by the U.S. Department of Education and the Commission on Recognition of Postsecondary Accreditation as the official accrediting body for dietetic education programs. The program has been approved as meeting the academic standards for a Professional Master's Degree at the University of Pittsburgh and the School of Health and Rehabilitation Sciences.

D. CMD Curriculum

The CMD curriculum ([Appendix B](#)) requires completion of 53 credits of course work which includes both didactic and supervised practice courses. The didactic and supervised practice courses must be taken in a planned sequence. In addition, each course is offered only once during the academic year, therefore, any departure from completing a course in its planned sequence (for example: failure, for any reason, to satisfactorily complete a required course; an unresolved "G" or "Incomplete" grade) will result in a one year delay in completing the course, the remaining program requirements, and the year of graduation.

1. Didactic Courses

Didactic courses are "lecture" courses that may include laboratory, field trips, and/or in-class practice learning activities. The didactic courses focus on professional science and application. The didactic courses required as part of the didactic program in dietetics provide the student with the opportunity to establish a solid base of knowledge of the theories, principles, concepts and practices inherent in each of the three areas of dietetic practice: Clinical Dietetics, Food Service Management, and Community Nutrition. This knowledge base is essential to allow the student to progress to advanced graduate level courses, both didactic and supervised practice, required during the CMD program. Didactic courses required in the CMD program include those that are coordinated with the supervised practice courses as well as others that provide advanced level content.

2. **Supervised Practice Experience (Clinical) Courses**

Supervised practice (clinical) courses focus on supervised practice in actual practice settings. Supervised practice experiences are offered in Food Service Management, Clinical Dietetics, and Community Nutrition. The CMD at the University of Pittsburgh has an emphasis in nutrition therapy and therefore an increased number of supervised practice experiences in the area of clinical dietetics. Each supervised practice course is assigned academic credit and students receive a grade upon completion of the course. All supervised practice experiences/hours must be completed within the CMD. The CMD does not accept supervised practice hours from other institutions, any work experience, or volunteer hours towards the required supervised practice hours for the program. A detailed discussion of the supervised practice experience is located in Part 6 of this handbook.

E. National Registration Examination for Dietitians

Upon successful completion of the program requirements, the student will be awarded a Master of Science (M.S.) degree from the University of Pittsburgh and will receive a Verification Statement that identifies the student as having completed an ADA accredited Coordinated Program in Dietetics. CMD graduates will be eligible to take the National Registration Examination for Dietitians. Following completion of all CMD requirements, documentation will be sent to the Commission on Dietetic Registration (CDR) to verify student eligibility to take the National Registration Examination for Dietitians. The Commission on Dietetic Registration's testing agency, ACT, Inc. will then send each student the "Application for the Registration Examination for Dietitians." After the application has been processed, ACT will send each student an "Authorization to Test Letter" and information on how to contact a testing facility to schedule an appointment to take the computer-based examination. The examination will be administered year-round; however the examination authorization letter will expire after 1 year. For additional information on the registration examination, please see the CDR Website <http://www.cdrnet.org/>.

IV. The Student's Financial Responsibilities

A. Basic Tuition and Fees

After admission to the CMD, the student is responsible for paying tuition and fees as well as other educational expenses including those of the costs of books and supplies. The University tuition rates for the School of Health and Rehabilitation Sciences do change on an annual basis. For information regarding tuition, fees, scholarships, and financial aid, the student is referred to the following resources:

1. The “[Financial Issues](#)” section of the University of Pittsburgh Graduate and Professional Bulletin.
2. [SHRS Graduate Student Handbook](#).
3. The Office of Admissions and Financial Aid <http://www.pitt.edu/~oafa/fahome.html>

B. Additional Expenses While Enrolled in the CMD

While enrolled in the CMD, the student will incur additional expenses which include mandatory expenses and optional expenses. The mandatory expenses are those that are associated with curriculum requirements. An itemized listing of the additional expenses associated with the CMD is outlined on the next two pages. This is followed by a description of individual additional expense items.

C. Itemized Additional Expenses While Enrolled in the CMD

FIRST YEAR

CURRICULUM RELATED MANDATORY ADDITIONAL EXPENSES

Lab Fees (Advanced Food Science Lab)	\$75.00*
Lab Coat (Advanced Food Science Lab)	\$35.00*
ADA Student Membership	\$50.00*
Stethoscope and Blood Pressure Cuff (HRS 2631).....	\$45.00*
Food Safety Training & Certification (HRS 2634).....	\$100.00*
Required Professional Meetings and Field Trips.....	\$50.00*
Liability Insurance	\$12.00*
Health Insurance.....	<i>Variable</i>
Physical/Medical Exam.....	<i>Variable: \$50 - \$300.00*</i>
CPR Training & Certification	\$50.00*
Criminal Record Check.....	\$10.00*
Child Abuse Clearance.....	\$10.00*
FBI Background Check.....	\$35.00*
Transportation Expenses and Parking for HRS 2999: Independent Study and HRS 2640: Community Nutrition Supervised Practice.....	<i>Variable</i>

Total Mandatory Expenses First Year: \$522.00 - \$772.00

OPTIONAL STUDENT PROFESSIONAL ORGANIZATION EXPENSES

PDA Student Membership	<u>\$7.00*</u>
----------------------------------	----------------

Total Optional Expenses First Year: \$7.00*

TOTAL ADDITIONAL EXPENSES FOR THE FIRST YEAR = \$529.00 - \$779.00*

**Note all dollar amounts are subject to change.*

C. **Itemized Additional Expenses While Enrolled in the CMD (continued):**

SECOND YEAR

CURRICULUM RELATED MANDATORY ADDITIONAL EXPENSES

Lab Coat (Supervised Practice)	\$35.00*
ADA Student Membership	\$50.00*
Required Professional Meetings.....	\$50.00*
Liability Insurance	\$12.00*
Health Insurance.....	Variable
Physical/Medical Exam.....	Variable: \$50 - \$80.00*
Criminal Record Check.....	\$10.00*
Child Abuse Clearance.....	\$10.00*
FBI Background Check.....	\$35.00*
Transportation Expenses and Parking during Supervised Practice	Variable
Total Mandatory Expenses:	\$252.00 - \$282.00*

OPTIONAL STUDENT PROFESSIONAL ORGANIZATION EXPENSES

PDA Student Membership	<u>\$7.00*</u>
Total Optional Expenses:	\$7.00*

TOTAL ADDITIONAL EXPENSES FOR THE SECOND YEAR= \$259.00 - \$289.00*

**Note all dollar amounts are subject to change.*

D. Explanation of Additional Expenses While Enrolled in the CMD

1. Lab Fees

CMD students taking courses with a lab component will be charged a fee associated with the laboratory expenses which will be used to defray the cost of expendable supplies and equipment. The fee will be charged to the student directly each term and will appear on the invoice generated by Student Accounts in addition to tuition and other fees.

2. Lab Coat

Students are required to wear a lab coat in HRS 2611: Advanced Food Science Lab and in all supervised practice settings during the second year of the CMD. Lab coats are available for purchase at numerous uniform stores in the area.

3. Stethoscope and Blood Pressure Cuff

All CMD students must purchase a stethoscope and blood pressure cuff to be used in the physical assessment unit of HRS 2631: Nutrition Assessment with Lab.

4. Food Safety Training & Certification

As part of the course content for HRS 2634: Food Service Management, the students will complete a training and certification program in food safety. The details concerning this certification will be provided by the course instructor at the beginning of the course.

5. Professional Meetings and Field Trips

Students are responsible for transportation costs, parking fees, and/or registration fees associated with professional meetings/seminars and for field trips (e.g. HRS 2634 Food Service Management with Lab) that are required as part of a course. Students will be required to attend at least one local professional meeting during the CMD.

6. Liability Insurance

All SHRS students are required to carry professional student liability insurance during those terms they are enrolled in supervised practice courses. SHRS carries a group liability insurance policy for students. The premium for the student is a flat rate fee of \$12.00* and provides one year of coverage from August to August. The cost of this insurance will be automatically included in the student's tuition bill in the fall term for both years of the CMD.

7. Health Insurance

All CMD students must have health insurance coverage (health and hospitalization insurance) for the period of time they are enrolled in supervised practice courses. Therefore, all CMD students must have health insurance coverage for the fall and spring terms of both the first and second years of the CMD.

8. Physical/Medical Examinations

All CMD students must have a complete physical/medical examination, including specified immunizations, before they can begin their supervised practice experiences. All students will need to repeat the Physical/Medical Examination during the summer prior to the second year of the CMD. The cost of the physical/medical examination will vary

depending on the individual student's health insurance coverage, immunizations required, and any follow-up medical testing required by the physician.

9. **CPR Training & Certification**

All CMD students are required to obtain CPR Training and Certification prior to any supervised practice experiences. The student must maintain certification through the end of April of the second year of the CMD.

10. **Criminal Record Check**

All CMD students are required to have a Criminal Record Check completed by the Pennsylvania State Police prior to any supervised practice experiences. All students will need to repeat the Criminal Record Check during the summer prior to the second year of the CMD.

11. **Child Abuse Clearance**

All CMD students are required to have child abuse clearance completed prior to beginning supervised practice. All students will need to repeat the Child Abuse Clearance during the summer prior to the second year of the CMD.

12. **FBI Background Check**

All CMD students are required to have a FBI Background Check completed prior to any supervised practice experiences. All students will need to repeat the FBI Background Check during the summer prior to the second year of the CMD.

13. **Transportation Expenses to Supervised Practice Facilities**

Students are responsible for all transportation expenses to their supervised practice facilities during the CMD. For those students using private automobiles, they must have adequate automobile insurance coverage. Parking rates at the supervised practice facilities are highly variable ranging from free parking to \$15.00* day.

Public Transportation

Some of the supervised practice sites are located in Allegheny County. University of Pittsburgh students can ride for free on the city of Pittsburgh's Port Authority of Allegheny County buses using their University ID card. Bus routes and schedules are available in the Pitt Student Union or the student may call PAT Customer Services Office at (412) 442-2000 or visit the PAT website at <http://www.portauthority.org/paac/> for more information. Supervised practice facilities outside of Allegheny County are best accessed by car.

E. Expenses Immediately Following Graduation

1. **National Registration Examination for Dietitians**

There is a fee of \$200.00* to take the National Registration Examination for Dietitians.

**Note: All dollar amounts are subject to change.*

V. Academic Policies and Procedures for CMD Students

In matters pertaining to the academic policies and procedures which apply to the CMD students, the Clinical Dietetics and Nutrition Program adheres to university policies and to the School of Health and Rehabilitation Sciences' academic policies and procedures which are presented in the [SHRS Graduate Student Handbook](#). It is the responsibility of the student to review the [SHRS Graduate Student Handbook](#) and to be familiar with all academic policies. The policies below provide specific interpretations for CMD students.

A. Academic Calendar and Schedule

General Information

The academic year at the University of Pittsburgh is divided into three consecutive terms-- Fall Term, Spring Term, and Summer Term--each of which is 15 weeks long. In addition, there are "Summer Sessions" of varying duration. All official academic events for the academic year are published in the [University Academic Calendar](#).

The CMD Academic Scheduling Policy

The CMD academic schedules are developed in accord with the University's Academic Calendar. Students enrolled in the CMD are required to take classes during the fall and spring terms of both years. Classes will not be scheduled on official University holidays and semester breaks.

Final Exam Schedule

Final Exams are scheduled for the week following the scheduled "last day of class." The dates of the FINAL EXAMINATION PERIOD are identified on the University Academic Calendar. The student will be advised of the date of the Final Exam by the individual course instructor at the end of the term. The Final Exam for most CMD courses is held during Finals Week on the same date and time that the class is usually held.

B. Plan of Studies

Purpose

The purpose of the Plan of Studies (POS) is to provide documentation of the courses a student will be required to take in order to fulfill the requirements of the program and graduation requirements as well as documentation of the dates the course will be taken. The POS is used to cross-check with your transcript prior to graduation to verify that you have satisfactorily completed all course requirements. The SHRS Office of Student Services will not verify graduation if there is a discrepancy between the POS on file and courses indicated on the official transcripts.

The majority of students who enter the CMD will take and complete the required courses in the standard sequence presented on the CMD curriculum outline (see [Appendix B](#)). It may be necessary, however, for some students to deviate from this standard sequence of courses. In some cases this may be predictable, such as students who enter the CMD with advanced standing; in other cases it may be the result of unanticipated events such as failing or withdrawing from a required course once the student is enrolled in the CMD. Because student

progress in completing the curriculum may vary, each student is required to complete, and when necessary revise, their individualized Plan of Studies (POS) with their faculty advisor.

Policy

Each student enrolled in SHRS is required to complete an individualized Plan of Studies which must be submitted to the SHRS Office of Student Services (4024 Forbes Tower). The POS becomes a part of the student's permanent academic record. No student will be allowed to graduate from SHRS unless a complete and accurate POS, appropriately approved and signed, is on file in the student's permanent academic record.

Procedure

Each student enrolled in the CMD will complete their POS with the assistance of their faculty advisor. Students must complete and submit a POS during their first term of study in the CMD. The POS must be completed using the SHRS POS Form and must be signed by the student and the student's faculty advisor. The student must submit the original copy of their POS to the SHRS Office of Student Services (4024 Forbes Tower). They should also submit a copy to their faculty advisor as well as retain a copy for their personal files.

Students who experience an interruption in the normal progression through the curriculum are required to revise their original POS to reflect the resultant changes. The POS revision must be initiated by the student and completed with the assistance of the student's faculty advisor, must be signed by the student and the student's faculty advisor, and appropriate copies must be submitted to the CDN faculty advisor and the Office of Student Services (4024 Forbes Tower).

C. Advanced Standing

Students may receive advanced standing for applicable courses completed at a graduate institution if approved by the CMD Program Director. Students must submit official transcripts for the courses requested for transfer or advanced standing. Students may be requested to provide further documentation for review such as a course description and/or course syllabus. The CMD Program Director will review submitted documentation and advise the student and registrar of credits awarded.

In compliance with university policy for a professional master's degree, no more than one-third of the total number of required credits may be granted to a student as transfer credit for work done at another graduate institution. Transfer credits will not be accepted for courses in which a grade lower than B (GPA = 3.00) or its equivalent has been received. No credit will be granted toward an advanced degree for work completed in extension courses, correspondence courses, or in the off-campus center of another institution unless those credits are approved for equivalent graduate degrees at that institution, and provided that the institution has an accredited program.

Transfer or Advanced Standing Credits are not accepted for life experience. The CMD does not accept supervised practice hours from other institutions, any work experience, or volunteer hours towards the required supervised practice hours for the program.

D. Academic Probation

The Clinical Dietetics and Nutrition Program adheres to the School of Health and Rehabilitation Sciences' academic policies and procedures for academic probation which are presented in the [SHRS Graduate Student Handbook](#).

E. Part-Time Students: Progression to Clinical Courses

Students who assume part-time status for any reason are not guaranteed placement in a supervised practice facility and therefore may be delayed in their completion of the required supervised practice experience and graduation. Arrangements for advancement to supervised practice must be confirmed on an individual, space-available basis.

F. Class Attendance

Student attendance in all CMD courses is required in order to meet the [Foundation Knowledge and Skills and Core Competencies for Entry-Level Dietitian Education Programs](#) and to achieve competence.

While most learning activities for a course will take place during the normally scheduled class period, some activities must take place outside of the normal class time. Attendance at these learning activities is expected and students must arrange for their own transportation. Students will be notified in advance for any of these activities.

G. Resignation from All Courses and the CMD

A student may resign from all courses before the last day of the "Add/Drop" period by dropping all classes using the PeopleSoft Self Service Enrollment online system. When this is done by the deadline, all course-related tuition and fees will be cancelled.

To drop all classes after the add/drop period is ended, students must resign through the Student Appeals Office and all outstanding charges will be prorated. Students may resign in person, by telephone, or by mail to the Student Appeals Office, 201 Thackeray Hall, 412-624-7585 (24 hour service).

In addition, students who resign from the CMD must inform their faculty advisor of their resignation and must send a letter of resignation to the CMD Program Director and the SHRS Office of Student Services in Room 4024 Forbes Tower stating intent and reason for resignation.

H. Confidentiality of Student Records in the Department

In addition to the student records maintained in the SHRS Office of Student Services, the Clinical Dietetics and Nutrition Program maintains confidential files/records on each student enrolled in the CMD. Included are files used for advising and other routine academic and professional purposes, CMD student supervised practice performance evaluations, supervised practice log sheets, and clinical preparation requirements for supervised practice.

It is the policy of the CMD Program to maintain the confidentiality of student records/files in accordance with federal legislation. Only ethical and lawful means will be used to gather information from or about the student and to provide appropriate and adequate safeguards to maintain confidentiality. Protection of the confidentiality of student files/ records refers to the collection and use of, access to, and dissemination and retention of information maintained in the student record/file. CMD student records/files maintained by the department are secured in locked file drawers. Access to these files is limited to the CDN faculty and staff.

Student records, including evaluations of students' performance in supervised practice, which are conducted at the supervised practice sites, are secured in the facility.

I. Student Access to Personal Files in the Department

It is the policy of the CDN Program to provide each student enrolled in the CMD with access to their file/record maintained in the SMN Department for their review. The following procedures must be followed:

1. The CMD student may submit a verbal or written request to their CDN faculty advisor or CDN Clinical Coordinator for an appointment to review their record.
2. The CDN faculty advisor or CDN Clinical Coordinator will promptly schedule a mutually convenient time to meet with the student for the purpose of the review.
3. The CMD student's review of the record will take place in the presence of the CDN faculty advisor or CDN Clinical Coordinator.
4. The CMD student may take notes of any information in the file/record.
5. The CMD student **may not remove** any material from their personal record; however, they may make a request to correct information or to insert a statement of disagreement in their file by writing to the CMD Program Director. If the student's correction is not accepted, the CMD Program Director will notify the student and include an explanation for the denial of the correction. If the correction is accepted, it will be added to the record with appropriate documentation by the CMD Program Director. The student can request, in writing, that copies of the change be sent, for academic or professional reasons, to individuals designated by the student.

J. University of Pittsburgh Nondiscrimination Policy

The CDN Program adheres to the University of Pittsburgh Nondiscrimination Policy which can be viewed at <http://www.bulletins.pitt.edu/graduate/regulations3.htm#Anchor-Rights-35326>.

K. Academic Integrity and Grievance Procedure

The Clinical Dietetics and Nutrition Program adheres to the School of Health and Rehabilitation Sciences' academic policies and procedures for academic integrity and the grievance procedure which are presented in the [SHRS Guidelines on Academic Integrity](#).

L. Dismissal from the CMD

The CDN Program reserves the right to dismiss a student from the CMD when deemed necessary by the CDN faculty with concurrence of the Dean. The termination of the student from the CMD will be conducted in a manner that does not interfere with the student's rights, and fully protects the interests of the CMD Program, SHRS, and the University. The procedures for the dismissal of a student from the CMD are presented below.

1. Before action to dismiss a student from the CMD, the reasons for the termination must be documented and presented to the CMD Program Director. Depending on the reason(s) for the intended dismissal, the documentation must include evidence that every action to avoid dismissal of the student has been taken.
2. The CMD Program Director and the Department Chair will thoroughly investigate the reason(s) for the intended dismissal. If, on the basis of the documentation, the decision is made that the student's dismissal is warranted, the CMD Program Director will meet with the student to inform them of the decision followed by written notification to the student of the dismissal.
3. Reasons for dismissal of a student include but are not limited to:
 - a. Repeated unsatisfactory academic performance or supervised practice performance evaluations.
 - b. Excessive/blatant absenteeism.
 - c. Excessive and/or blatant violations of University, SHRS, or CMD policies and procedures or those of a supervised practice facility.
 - d. Justifiable dismissal from a supervised practice facility.

Note: If a student is dismissed from a supervised practice facility, the CMD program is not obligated to place the student at another supervised practice facility.

M. Graduation

Please refer to [SHRS Graduate Student Handbook](#) for specific requirements that must be met to graduate from SHRS.

Requirements for Graduation from the CMD

To qualify for graduation from the CMD, students must have completed all courses and other degree requirements as specified in the curriculum plan for the CMD ([Appendix B](#)), including all of the required hours and learning activities for supervised practice.

Graduation from the CMD requires completion of 53 credits as follows:

1. 32 credits of core academic requirements
2. 21 credits of supervised practice. This will provide the minimum of 1200 hours of supervised practice as specified by the Commission on Accreditation for Dietetics Education (CADE).

VI. Policies and Procedures Specifically Related to Supervised Practice

A. Introduction

Supervised practice experiences included in the Coordinated Masters in Dietetics curriculum are designed to meet the Foundation Knowledge and Skills and Core Competencies for Entry-level Dietitians ([Appendix A](#)) that are outlined in the Commission on Accreditation for Dietetics Education Accreditation Handbook. Included are supervised practice experiences in clinical dietetics, food service systems management, and community dietetics practice. Emphasis is placed on supervised practice experiences in Nutrition Therapy (NT).

The supervised practice experiences are incorporated into a series of seven sequential courses beginning with the Fall Term of the First Year and continuing each term until the end of the program. The courses are identified on the CMD curriculum plan ([Appendix B](#)) as: HRS 2999: Independent Study: Supervised Practice, HRS 2640: Supervised Practice: Community Nutrition, HRS 2641: Supervised Practice: Food Service Management, HRS 2642: Supervised Practice: Clinical 1, HRS 2643: Supervised Practice: Clinical 2, HRS 2644: Supervised Practice: Management of Nutrition Care; and HRS 2645: Supervised Practice: Management in Long-Term Care.

Students will also complete HRS 2999: Independent Study: Supervised Practice. This course will provide the student with the opportunity to develop and practice nutrition skills in an area of special interest within a pre-approved practice setting under the guidance of a mentor. The student will complete learning activities as specified by his/her site mentor. Learning activities may include providing nutrition education to groups, developing nutrition education materials, assisting with research, nutrition assessment, etc.

The community nutrition experiences cover a broad spectrum of supervised learning activities related to nutrition education and the provision of nutritional care in a variety of community settings. The students are provided with the opportunity to provide nutrition services to individuals of different ages and socioeconomic status as well as individuals at various stages of the health-illness continuum.

The food service management supervised practice experience covers the broad spectrum of a food service operation including menu writing, food production, food purchasing, patient food service, etc. In addition to HRS 2641: Supervised Practice: Food Service Management, learning activities and experiences in this area, including quality assessment and improvement, are integrated into HRS 2645: Supervised Practice: Management in Long-Term Care.

During the clinical dietetics supervised practice experiences, the students are provided the opportunity to apply their knowledge of medical nutrition therapy to the practice of dietetics in the acute care setting. This involves planned learning experiences with a variety of patients of all ages at various stages of the health/illness continuum. Students will have opportunity to model behaviors and practice skills of the professional supervised practice preceptors at the supervised practice site. Through the combination of observation, planned learning activities, professional interaction, and self-involvement with educational assignments, the students will demonstrate increasing level of proficiency in providing comprehensive nutritional care to individuals within the practice setting.

In addition to these courses, the students will gain supervised practice experience in the following courses:

1. HRS 2625: Advanced Nutrition Counseling
Students will gain supervised practice experience in the area of nutrition counseling during the lab portion of HRS 2625: Advanced Nutrition Counseling. The students will be provided with the opportunity to counsel clients on nutrition topics over the course of the semester.
2. HRS 2637: Practical Applications of MNT 1 and HRS 2638: Practical Applications of MNT 2
These courses provide a weekly conference designed to prepare students for their planned, supervised practice experiences to be completed at the assigned clinical facility each week. Class exercises are designed to simulate supervised practice experiences and provide opportunity for the student to apply didactic content to the practice of food service management and the nutrition care process used in patient care. Example learning activities include case studies, interviewing and counseling exercises, and practice diet pattern and nutrition support calculations.

Each supervised practice course is divided into “units”, each of which has specific learning/performance objectives and planned learning/performance activities which include “hands-on” practice and/or written assignments and projects designed to meet unit objectives. The learning activities included are structured to allow the student to progress in the development of competence and proficiency in practice to ultimately attain the level required of an entry-level dietitian.

Each unit of learning activities is assigned a block of time referred to as clinical hours in order to allow the student sufficient time to practice and attain competence and proficiency in those areas. Therefore, the student must complete all assigned clinical hours for each unit of supervised practice. The number of clinical hours assigned to individual units of study varies, however, the minimum number of clinical hours to meet performance and learning objectives of the CMD totals 1224 hours.

The number of clinical hours assigned to each supervised practice course is:

HRS 2999: Independent Study: Supervised Practice	60 hours
HRS 2625: Advanced Nutrition Counseling Lab	15 hours
HRS 2640: Supervised Practice: Community Nutrition	120 hours
HRS 2641: Supervised Practice: Food Service Management	128 hours
HRS 2642: Supervised Practice: Clinical 1	320 hours
HRS 2637: Practical Applications of MNT 1	56 hours
HRS 2643: Supervised Practice: Clinical 2	288 hours
HRS 2638: Practical Applications of MNT 2	45 hours
HRS 2644: Supervised Practice: Management of Nutrition Care	120 hours
HRS 2645: Supervised Practice: Management in Long-Term Care	72 hours
TOTAL:	1224 hours

The CMD student’s completion of the learning activities for each unit and the related clinical hours must be documented and verified by the supervised practice site preceptor and the CDN Clinical Instructor. This documentation is then reviewed by the CDN Program Director before

she/he sends verification to the ADA Commission on Dietetic Registration that the student is eligible to take the National Registration Examination for Dietitians.

The student will be assigned to clinical facilities to complete their supervised practice experiences. While in the clinical facility, they will be required to adhere to the policies and procedures of the facility. The CMD policies and procedures specifically related to supervised practice are presented on the following pages. These policies provide the basic framework within which the students, supervised practice preceptors, CDN Clinical Coordinator, CDN Clinical Instructors, and CMD Program Director can work efficiently and effectively in meeting the CMD objectives.

B. ACADEMIC REQUIREMENTS

The CMD student must have satisfactorily completed all prerequisite courses and be taking co-requisite courses at the beginning of the supervised practice experience. The purpose of this policy is to ascertain that the student has had the opportunity to attain knowledge of theory, principles, and practices which provide the foundation for meeting the performance requirements of the planned supervised practice experiences.

Procedure

1. The CMD Program Director will review the student's academic records and performance to verify the completion of all prerequisite course work and his/her eligibility to advance to supervised practice courses.
2. The CMD Clinical Coordinator will receive a list prepared by the Program Director, which will identify the students who are eligible to advance to the supervised practice courses.

C. REQUIRED PREPARATION FOR SUPERVISED PRACTICE

The following activities must be completed by the assigned due date to be eligible to begin supervised practice. **No student will be permitted to begin supervised practice experience without providing proof of all items listed below.** The student is accountable for any missed supervised practice experiences due to a delay in beginning supervised practice and is required to make up the missed learning activities and related clinical hours in compliance with the CMD policies and procedures.

The student is responsible for making the appropriate arrangements to complete all of the following requirements and is responsible for the payment all fees associated with the requirements listed below. Information on the estimated cost/fees for the requirements can be located in Part IV: "[Student Financial Responsibilities](#)" of this handbook.

1. Physical Examination

CMD students are required to have a physical examination, including specific immunizations (or record of having had the required immunizations), completed prior to beginning supervised practice. The initial physical examination must be completed by July 15th of the first year in the CMD. The purpose of the physical exam is to determine that the student's state of health is appropriate to work with patients. The

physical exam is required for the protection of the student as well as for the protection of the patients and clients with whom the student will work during their Supervised Practice. It is also intended to protect the interests of the clinical facilities and the University. It is a requirement of the supervised practice facilities that students have documentation of a complete physical/medical examination before starting supervised practice.

Procedure

1. The student will receive notice regarding the required physical exam via an information package provided to the student during the summer before the beginning of the Fall Term, First Year. This is to allow the student sufficient time to make arrangements to have the exam completed and submitted by the due date. This notice will include the “SHRS Initial Health Form” that the examining physician must complete. This form lists the specific immunizations that are required.
2. **The student must submit the completed “SHRS Initial Health Form” including proof of required immunizations to the [University of Pittsburgh Student Health Service](#) by July 15th of the first year. The student must also retain a copy of the results of the exam in the event that the clinical facility requires it.**
3. The University of Pittsburgh Student Health Service will provide the CDN Clinical Coordinator with a list of students who have successfully completed the physical exam and those who have not. Students who have not successfully completed the physical examination are not eligible to begin supervised practice.
4. The student is required to have a new physical exam completed yearly in the summer term. At the end of the Spring Term, First Year, the CDN Clinical Coordinator will provide the student with the required “SHRS Annual Health Form” for the physician to complete. This form is due to the University of Pittsburgh Student Health Service by July 15th prior to the Fall Term, Second Year.

2. **Professional Student Liability Insurance**

All CMD students are required to have professional liability coverage while they are involved in supervised practice. The purpose is to provide liability coverage to protect the interests of the student, the clinical facility that provide the supervised practice experiences, and the University.

Procedure

The student must purchase professional student liability insurance coverage through the SHRS group insurance plan for a 12 month period that covers August to August. The cost of this insurance will automatically be included in the student’s tuition bill in the Fall Term for both years of the CMD.

3. **Criminal Record Check**

All CMD students are required to have a criminal record check completed prior to beginning supervised practice and repeated yearly. The purpose of the criminal record check is to protect patients/clients from harm or abuse.

Procedure

1. During the summer prior to the Fall Term, First Year of the CMD, an information package will be provided to all CMD students that will include information on how to obtain a Criminal Record Check from the Pennsylvania State Police.
2. When the completed report is returned to the student, **the student is to submit the original report to the CDN Clinical Coordinator no later than August 15th prior to the Fall Term of the First Year.** The student should also keep a copy of the report. The original Criminal Record Check will be placed in the confidential student file in the Department of Sports Medicine & Nutrition.
3. The CDN Clinical Coordinator will review the report and take appropriate action if needed to protect patients/clients from harm or abuse. This action includes refusing to place the student at a clinical facility.
4. The student must repeat this process during the summer prior to the Second Year of the CMD to ensure current results. The CDN Clinical Coordinator will provide the student with the required information at the end of the Spring Term, First Year. The student must submit the report to the CMD Clinical Coordinator by August 15th prior to the Fall Term, Second Year.

4. **Child Abuse Clearance**

All CMD students are required to have child abuse clearance completed prior to beginning supervised practice and repeated yearly. The purpose of the child abuse clearance is to protect patients/clients from harm or abuse.

Procedure

1. During the summer prior to the beginning of the Fall Term, First Year of the CMD, an information package will be sent to all CMD students that will include information on how to obtain "Child Abuse Clearance" from the Pennsylvania Department of Public Welfare.
2. When the completed report is mailed to the student, the student is to submit the original report to the CDN Clinical Coordinator. **This report must be submitted to the CDN Clinical Coordinator by August 15th prior to the Fall Term of the First Year.** The student should also keep a copy of the report. The CDN Clinical Coordinator will keep the report in the confidential student file in the Department of Sports Medicine & Nutrition.
3. The CDN Clinical Coordinator will review the report and take appropriate action if needed to protect patients/clients from harm or abuse. This action includes refusing to place the student at a clinical facility.
4. The student must repeat this process during the summer prior to the second year to ensure current results. The CDN Clinical Coordinator will provide the student with the required paperwork at the end of the Spring Term, First

Year. The student must submit the report to the CDN Clinical Coordinator by August 15th prior to the Fall Term, Second Year.

5. **FBI Background Check**

All CMD students are required to have a FBI Background Check completed prior to beginning supervised practice and repeated yearly. The purpose is to protect patients/clients and children from harm or abuse.

Procedure

1. During the summer prior to the Fall Term, First Year, the CDN Clinical Coordinator will provide the students with information on how to obtain a FBI Background Check.
2. When the completed report is returned to the student, the student is to submit the original report to the CDN Clinical Coordinator no later than **August 15th prior to the Fall Term of the First Year.** The student should also keep a copy of the report. The original FBI Background Check will be placed in the confidential student file in the Department of Sports Medicine & Nutrition.
3. The CDN Clinical Coordinator will review the report and take appropriate action if needed to protect clients from harm or abuse. This action includes refusing to place the student at a clinical facility.
4. The student must repeat this process during the summer prior to the second year to ensure current results. The CDN Clinical Coordinator will provide the student with the required paperwork at the end of the Spring Term, First Year. The student must submit the report to the CDN Clinical Coordinator by August 15th prior to the Fall Term, Second Year.

6. **CPR Certification and Training**

All CMD students are required to obtain CPR Training and Certification prior to any supervised practice experiences. The student must maintain current certification during the all supervised practice experiences.

Procedure

1. During the summer prior to the Fall Term, First Year of the CMD, an information package will be provided to all CMD students which will include information about the CPR requirement.
2. During the summer the student is to schedule and obtain CPR certification and training. The training should be for health care providers and must include CPR for adults, children, and infants and AED training. Online courses will not be accepted. The certification period must be valid through the end of April of the Second Year of the CMD.
3. **The student must provide proof of certification (photocopy of CPR card) to the CDN Clinical Coordinator by August 15th prior to the Fall Term of the First Year of the CMD.**

4. If a student's CPR certification expires prior to the end of the CMD, the student will need to re-certify and provide proof of certification to the CDN Clinical Coordinator.

7. **Health Insurance**

SHRS policy requires that all SHRS students have health insurance coverage for the period of time they are enrolled in supervised practice courses. (Note: The Student Health Service fee does not constitute health insurance coverage.) The purpose of this policy is to protect the student in the event of injury or illness.

Procedure

1. The student must obtain health insurance coverage (health and hospitalization insurance) prior to beginning supervised practice. The student must maintain health insurance coverage for the entire time they are participating in supervised practice (Fall and Spring Terms of the First Year; Fall and Spring Terms of the Second Year). The student may be covered by their parent's, spouse's, or carry their own policy.
2. Both the SHRS Initial and Annual Health Forms have a section that the student must sign to verify that he/she has appropriate health insurance coverage.

8. **Bloodborne Pathogen (BBP) Training**

It is the policy of SHRS that all students must receive bloodborne pathogen (BBP) training each year that they are participating in supervised practice. The purpose of this policy is to ensure that the student receives adequate training concerning biohazards.

Procedure

1. BBP training can be completed on-line by accessing the following website: <http://cme.hs.pitt.edu/>. The student will need to create an account and log-in. The student must then complete the "Bloodborne Pathogen Training" module. After successful completion of all quizzes, the student must print two copies of the certificate. The student is to retain one copy of the certification for his/her personal records and **the other copy is to be given to the CDN Clinical Coordinator by August 15th prior to the Fall Term, First Year.**
2. The student must repeat the BBP training prior to the second year of the CMD. The training must be completed during the summer preceding the Fall Term of the Second Year. The student must submit the one copy of certificate of completion to the CDN Clinical Coordinator by August 15th prior to the Fall Term, Second Year. The student should also keep a copy of the certificate for his/her personal records.

9. **HIPAA Training and Certification**

It is the policy of SHRS that all students must receive training and certification on the Health Insurance Portability & Accountability Act (HIPAA) prior to beginning supervised practice. The purpose of this policy is to ensure that the student is trained on the proper policies and procedures specified by HIPAA for protecting the privacy

of and security of patient medical information. Note: All students must complete the University of Pittsburgh's HIPAA training modules, even if they have completed a HIPAA training program at another facility.

Procedure

1. All students must complete HIPAA training and certification during their first term at SHRS. HIPAA training can be completed on-line by accessing the following website: <http://cme.hs.pitt.edu/>. The student will need to create an account and log-in. The student must complete the "UPMC Information Privacy and Security Awareness Training for Students, Trainees, Health Professionals and Other Individuals Who Are Not UPMC Employees" module.
 2. After successful completion of all quizzes, the student must print two copies of the certificate of completion. **The student is to retain one copy of the certificate for his/her personal records and the other copy is to be given to the CDN Clinical Coordinator by August 15th prior to the Fall Term, First Year.**
10. **Additional Requirements from the Clinical Facility**
Some clinical facilities may have requirements in addition to those specified above. Examples of such would be additional medical testing, drug screening, attendance at a hospital orientation session, or an interview. The student must comply with any additional requirements to participate in supervised practice. The CDN Clinical Coordinator will inform the student of these requirements in a timely fashion prior to the beginning of the supervised practice experience.

D. SUPERVISED PRACTICE ASSIGNMENTS

1. Supervised Practice Sites

CMD student placement for supervised practice is arranged by the CDN Clinical Coordinator in compliance with SHRS and CMD Program policies and procedures. CMD students will be assigned to only those facilities that have in effect a current written Contractual Agreement with the University of Pittsburgh School of Health and Rehabilitation Sciences.

Purpose

The purpose is to protect the interests of the student, the clinical facility, and the University. Facilities are selected as supervised practice sites based on the availability of resources within the facility to provide the planned and approved supervised learning activities and the willingness of the facility staff to offer the experiences as outlined in the supervised practice curriculum. It is understood that all facilities that sign a written Contractual Agreement agree to provide the planned learning experiences and to mentor the professional development of dietetics students.

Procedure

- a. The CMD student will be assigned to a facility which will serve as their primary supervised practice site for HRS 2641, 2642, 2643, and 2644. The facilities recently used are listed below*:

Alle-Kiski Medical Center
Heritage Valley Health System - Beaver
Jefferson Regional Medical Center
Magee Womens Hospital
St. Clair Hospital
UPMC Mercy
UPMC Passavant
UPMC Presbyterian
UPMC St. Margaret's Memorial Hospital
UPMC Shadyside
Veteran's Affairs Pittsburgh Healthcare System

*Note: Supervised practice sites are subject to change.

- b. The number of students assigned to a facility at a given time is determined by the facility's supervised practice supervisor and the CDN Clinical Coordinator.

2. **Assigning the Student to a Primary Supervised Practice Site**

Students will draw for placement in one of the primary clinical facilities by lottery.

Procedure

- a. The date and time for the lottery drawing for primary supervised practice sites is established by the CDN Clinical Coordinator. It is generally scheduled during Finals Week at the end of the Spring Term, First Year. Student attendance for the lottery draw is HIGHLY RECOMMENDED. Those students unable to attend will need to notify the CDN Clinical Coordinator prior to the date of the lottery. Arrangements will be made to have a CDN Clinical Instructor draw for the absent student in the lottery.
- b. The lottery draw is conducted by the CDN Clinical Coordinator with the assistance of the CDN Clinical Instructors.
- c. Each student will draw for the numerical order in which they will draw for their primary supervised practice site.
- d. Each student will draw the name of one facility from the pool of facilities which serve as primary supervised practice sites. (The name of the facility is repeated in the pool to reflect the number of students to be placed there.)
- e. After the student's first draw, he/she is given **one** opportunity to redraw if the facility selected is not of his/her preference, however, upon the second draw, the student **must** accept the hospital as his/her primary supervised practice site.
- f. Following completion of the lottery drawings, the student may negotiate with other students willing to "trade" supervised practice sites. This must be done within the time period allotted by the CDN Clinical Coordinator. The final decision concerning "trades" in primary supervised practice sites is

then reported, in person, by both students involved in the trade, to the CDN Clinical Coordinator.

- g. The CDN Clinical Coordinator reserves the right to reassign a student to a different clinical facility to best serve the learning environment for the student(s).

3. **Assigning the Student to Additional Supervised Practice Sites**

The student will be assigned by the course instructor/University Clinical Instructor to supervised practice sites that have a current Contractual Agreement with the University of Pittsburgh School of Health and Rehabilitation Sciences for specific short-term rotations or assignments, as appropriate. Included are hospitals, long-term care facilities, community agencies, specialty clinics, independent study sites, etc.

Procedure

1. During HRS 2642: Supervised Practice: Clinical 1 and HRS 2643: Supervised Practice: Clinical 2, a student may be assigned to facilities other than his/her primary supervised practice site on a short-term basis for specific clinical rotations or assignments that are unavailable at the primary site. The student will be advised of the short-term supervised practice assignment by his/her CDN Clinical Instructor and provided with all information required prior to the clinical rotation.
2. For HRS 2640: Supervised Practice: Community Nutrition, the student will be assigned to a number of community agencies and/or facilities for specific, planned community learning activities throughout the course.
3. For HRS 2645: Supervised Practice: Management in Long-Term Care, the student will be assigned to an extended care facility for their supervised practice experience.
4. For HRS 2999: Independent Study: Supervised Practice, the student will be assigned to a supervised practice site in a specialty area for the term. Students will be able to submit preferences for a site, but ultimately the students will be assigned to a site by the course instructor.

4. **Student Status in the Supervised Practice Facility**

The status of the student in the supervised practice facility is that of a student/learner. They shall not replace or displace regular staff or employees but will complete assignments under their supervision. They shall not be paid wages for the time engaged in completing planned learning activities.

Purpose

The planned learning activities and experiences require student performance of various aspects of the role functions of a dietitian in order to provide them with the opportunity to attain the degree of competence and level of proficiency required of an entry-level dietitian. The planned experiences, therefore, are for the benefit of the student and require an investment of time by the Supervised Practice Preceptors and an investment of resources by the facility.

5. **Transportation to Clinical Facilities**

The required travel to supervised practice sites during both years of the CMD program is the responsibility of the student. Students are expected to have a car or to provide their own transportation to all supervised practice sites, no exceptions will be made. Not all sites are accessible by public transportation. Students are also responsible for payment of all expenses involved in the transportation and parking.

International students can find information on the process to obtain a Pennsylvania driver's license on the Office of International Services website at:

<http://www.ois.pitt.edu/immigration-related-stuff/drivers-licenses/>.

6. **Liability for Safety in Travel**

Students using their own private automobiles for travel to supervised practice facilities, field trips, and professional meetings, must have adequate personal/liability automobile insurance coverage. The student is responsible for obtaining and paying for this insurance coverage.

7. **Meals While at a Clinical Facility**

The student is responsible for the cost of meals and/or snacks obtained while at the clinical facilities.

E. SCHEDULE FOR SUPERVISED PRACTICE

The schedule for each of the supervised practice courses and supervised practice experiences is based on the [University Academic Calendar](#). The supervised practice courses are scheduled in the Fall and Spring Terms of both years of the CMD. Supervised practice courses and experiences will **not** be scheduled on official University holidays and semester breaks.

The schedule for supervised practice experiences will be included on the course syllabus for each course. The student must learn and adhere to the schedule for supervised practice courses and experiences. The general scheduling format for supervised practice courses and learning experiences for each academic term with the related "clinical hours" is presented below.

Note: For all supervised practice courses, the time taken for lunch or breaks is in addition to the required clinical time. In general, 30 minutes is allotted for lunch.

1. **Fall Term, First Year**

Scheduled Days & Times: HRS 2999: Independent Study: Supervised Practice

For HRS 2999: Independent Study: Supervised Practice, the student will be required to spend a minimum of 60 hours completing supervised practice experiences in a specialty area over the course of the term. Scheduled times for supervised practice experiences will vary based on the independent study site. The student will report to the site on a weekly basis at times mutually agreed upon by the site preceptor and the student. Independent study supervised practice hours cannot be scheduled at the same time as other CMD courses.

2. **Spring Term, First Year**

Scheduled Days & Times: HRS 2640: Supervised Practice: Community Nutrition

For HRS 2640: Supervised Practice: Community Nutrition, the student will be required to spend a minimum of 120 hours completing supervised practice activities. The clinical conference for HRS 2640 and the majority of the supervised practice experiences will take place on each Tuesday of the Spring Term. In addition, the student is also required to complete special project hours outside of scheduled class time. Scheduled times for community supervised practice experiences will vary depending upon the specific community rotations. The specific dates and times will be included in the course syllabus.

2. **Fall Term, Second Year**

Scheduled Days & Times: HRS 2641: Supervised Practice: Food Service Management

The student is required to spend 4 eight hour days: Tuesday - Friday -over the period of 4 weeks involved in completing planned supervised practice experiences. The student will be at their supervised practice facility from 8:00 am – 4:30 pm (or hours as specified by the clinical facility). This translates into 32 hours of "clinical hours" per week over a 4 week period and a total of 128 clinical hours for the course.

Scheduled Days and Times: HRS 2642: Supervised Practice: Clinical 1

HRS 2642 will begin after the completion of HRS 2641 in the Fall Term. The student is required to spend 4 eight hour days: Tuesday - Friday -over the period of 10 weeks involved in completing planned supervised practice experiences. The student will be at their supervised practice facility from 8:00 am – 4:30 pm (or hours as specified by the clinical facility). This translates into 32 hours of "clinical hours" per week over a 10 week period and a total of 320 clinical hours for the course.

3. **Spring Term, Second Year**

Scheduled Days & Times: HRS 2643: Supervised Practice: Clinical 2

The student is required to spend 4 eight hour days: Tuesday - Friday- over a period of 9 weeks involved in completing planned supervised practice experiences. The student will be at their supervised practice facility from 8:00 am – 4:30 pm (or hours as specified by the clinical facility). This translates into 32 clinical hours per week over a 9 week period and a total of 288 clinical hours.

Scheduled Days & Times: HRS 2644 Supervised Practice: Management of Nutrition Care

HRS 2644 will begin after the completion of HRS 2643 in the Spring Term. The student is required to spend 5 eight hour days- Monday through Friday- over a period of 3 weeks involved in completing planned supervised practice experiences in management of nutrition care (staff relief). The student will be at their supervised practice facility from 8:00 am – 4:30 pm (or hours as specified by the clinical facility). This translates into 40 clinical hours per week over a 3 week period and a total of 120 clinical hours for the course.

Scheduled Days and Times: HRS 2645 Supervised Practice: Management in Long-Term Care

HRS 2645 will begin after the completion of HRS 2644 at the end of the Spring Term. The student is required to spend 9 eight hours days- Monday through Friday- over a period of 2 weeks involved in completing planned supervised practice activities at a long-term care facility. The student will be at the supervised practice facility from 8:00 a.m. – 4:30 p.m. (or as specified by clinical facility). This translates into a total of 72 clinical hours for the course.

4. **Variations in Starting and Ending Times**

The student's regular starting and ending time at the facility may on occasion vary because of the nature of the scheduled learning activity or experience or due to the availability of his/her preceptor. At these times, the student will be required to follow the schedule of work of the facility and/or of the individual to whom they will report for the planned experience or assignment.

F. **ATTENDANCE FOR SUPERVISED PRACTICE**

Student attendance and participation in all planned supervised practice experiences is **mandatory**. The student is accountable for all material covered in supervised practice. It is expected that the student will complete the assigned supervised practice learning activities as responsibly as they would complete professional work activities.

Procedure

1. The student is responsible for knowing the dates and times for all supervised practice experiences. These are listed on the course outline/syllabus as well in each supervised practice manual.
2. In general the student is responsible for:
 - a. verifying the date and starting and ending times of supervised practice experiences if there is question about possible variation from the routine schedule with the CDN Clinical Instructor and/or the supervised practice supervisor to whom the student is assigned.
 - b. reporting to the supervised practice preceptor to whom they are assigned promptly at the scheduled time and adhere to the established schedule.
 - c. be prepared to begin the planned supervised practice experiences activities, and/or assignments immediately upon reporting to the supervised practice preceptor

G. **MAKE-UP TIME FOR MISSED SUPERVISED PRACTICE**

Students are required to complete all planned learning experiences included in the supervised practice courses and the number of hours specified for each of the individual unit learning experiences. All student absences from scheduled supervised practice, regardless of the reason, must be made up. This requires the make-up of the time as well as the specific learning activities missed. The make-up time must equal the required number of clinical hours originally scheduled for the missed unit(s) of experiences and/or learning activities.

The plan for the make-up of missed experiences must be approved by the supervised practice supervisor and by the CDN Clinical Instructor. The appropriate documentation (described below) must be completed when time is missed from supervised practice.

Procedures

1. Unplanned Absences or Delay in Reporting to the Supervised Practice Facility at the Scheduled Time

- a. In the event of an illness or a personal emergency occurring on a day the student is scheduled for supervised practice that will result in the student's absence from or delay in reporting to their supervised practice facility, the student **must call both:**
 1. his/her supervised practice supervisor at the clinical site at least 30 minutes before the time the student is scheduled to begin at the clinical facility; **and**
 2. his/her CDN Clinical Instructor at least 30 minutes before the time the student is scheduled to begin at the clinical facility. Unless otherwise directed by the CDN Clinical Instructor, the student should call the faculty member's office number and leave a message on the voice mail.
- b. The student is to give the reason for the absence and the expected time/day he/she will return to the facility for scheduled supervised practice experiences.
- c. Upon arrival/return to the supervised practice facility, it is the student's responsibility for initiating and completing a plan for making up the time missed.
- d. The make-up of time missed from supervised practice and documentation of make-up time must follow the procedures described below in sections 4 and 5.

2. Illness or Injury during Supervised Practice

- a. Upon becoming ill or injured at the supervised practice site, the student should report their illness/injury immediately to their supervised practice preceptor.
- b. Depending on the nature of the illness/injury, the student should be advised to go home and recuperate or call their physician to seek medical attention. If the student needs immediate medical care, the emergency procedures for the supervised practice site should be followed.
- c. The student must also call his/her CDN Clinical Instructor to report the illness/injury.
- d. Upon return to the supervised practice facility, it is the student's responsibility for initiating and completing a plan for making up the time missed.
- e. The make-up of time missed from supervised practice and documentation of make-up time must follow the procedures described below in sections 4 and 5.

3. Planned Absences or Delay in Reporting for Scheduled Supervised Practice

- a. Planned absences (for appropriate reasons) may be arranged upon approval of both the CDN Clinical Instructor and the supervised practice supervisor.
- b. The student must inform the CDN Clinical Instructor and the supervised practice supervisor of the request for planned absence at the earliest possible time.
- c. The make-up of time missed from supervised practice and documentation of make-up time must follow the procedures described below in sections 4 and 5.

4. Time for Making-Up Supervised Practice Experiences

- a. The make-up of missed supervised practice experiences must be scheduled on the student's own time and must take into account the following:
 1. emphasis is placed on the make-up of missed learning experiences, however, equally important is the time spent in meeting the objectives of the experiences and to allow the student sufficient practice to develop the level of proficiency required. The make-up time, therefore, must equal the clinical hours assigned to the planned experience and must be consecutive hours to assure continuity of the learning process.
 2. the make-up of missed supervised practice experiences must be scheduled at a time when the supervised practice preceptor is available to provide the necessary supervision/direction and evaluation. (This may eliminate weekends or holidays as a time to make-up missed experiences.)
 3. Make-up time cannot be scheduled at times the student is expected to be attending other scheduled courses.
 4. Make-up time may be scheduled during official University holidays and/or breaks upon prior approval of the supervised practice preceptor responsible for supervising the practice experience and the CDN Clinical Instructor.
 5. If 4 or more hours of time is missed in a day, the 4 hours or more of make-up time must be scheduled and completed in one consecutive block of time.
 6. For the student to receive a passing grade for the course and progress to the next supervised practice course, all make-up time and learning experiences must be completed prior to the end of the term.
- b. In the event that a student is absent for **9 days, consecutive or nonconsecutive, (72 hours of supervised practice) or more, regardless of the cause, they will be required to withdraw from the clinical course.** An absence of this magnitude interferes with the continuity of the development of competence. Further, it is impossible to make-up these experiences and the related clinical hours within the term/session. Withdrawal from a clinical course will delay progression to subsequent supervised practice courses and delay the year of graduation.

5. Required Documentation for Making-Up Time Missed (Planned or Unplanned) from Supervised Practice

- a. It is the student's responsibility for initiating and completing a plan for making up the time missed immediately upon returning to the supervised practice facility.
- b. The plan is to be documented in writing using the form "Plan for Clinical Hour Make-up Time" ([see Appendix C](#)). This form must be completed in its entirety including the required signatures. The original is to be submitted to the CDN Clinical Instructor and a copy must be submitted to the supervised practice supervisor. The student should also retain a copy for their files.
- c. The student's plan for completing the planned learning activities and the required clinical hours for the experience(s) must be approved by the supervised practice supervisor and the CDN Clinical Instructor.
- d. After completing the make-up hours and experiences, the student must document

the completed make-up experiences and the related clinical hours on the "Make-up Time Log Sheet" ([see Appendix D](#)). This form must be signed by both the supervised practice supervisor and the student.

H. ASSESSMENT OF STUDENT PERFORMANCE IN SUPERVISED PRACTICE

The student will receive formal assessment/evaluation of his/her performance and progress during each supervised practice course. This assessment will be provided by both the supervised practice preceptor and the CDN Clinical Instructor.

Procedure

1. The student will be evaluated on his/her ability to complete required learning activities, performance and written assignments by his/her supervised practice preceptor at the end of each course. The student will also be evaluated on time management, communication skills, preparation for supervised practice, ability to function independently at the clinical site, and professionalism. This evaluation will be completed based on criteria specified on the summative evaluation form for each supervised practice course. This evaluation will reflect the supervised practice preceptor's overall assessment of the student's performance in this unit of study.
2. For HRS 2642: Supervised Practice: Clinical 1 and HRS 2643: Supervised Practice: Clinical 2, the student will also receive an evaluation of his/her performance in supervised practice at the mid-point of the course. The supervised practice preceptor will discuss with the student areas requiring improvement at this time.
3. The supervised practice preceptor will review the evaluation with the student prior to submitting it to the CDN Clinical Instructor for a grade.
4. The CDN Clinical Instructor will also evaluate the student's performance and progress in supervised practice. Formal written assignments will be evaluated based on criteria listed on each corresponding evaluation form. At the end of each course, the CDN Clinical Instructor will provide the student with a summative evaluation of their ability to complete supervised practice learning activities and assignments, professionalism, and compliance to policies and procedures for supervised practice. This evaluation will be reviewed with the student during a scheduled conference.
5. A copy of all evaluation forms will be provided in the student's supervised practice manual for the course. The student is advised to review all evaluation forms at the beginning of each course.

I. STANDARDS OF APPEARANCE/DRESS CODE

Policy

Students in the CMD must adhere to the following standards of appearance/dress code when going to supervised practice sites, independent study sites, professional meetings, or field trip sites. It is essential that the appearance of the CMD student reflect a professional image. The student is identified as a member of the supervised practice facility and therefore must comply with the standards of appearance and dress code of the facility.

The standards of appearance and dress code of most clinical facilities takes into account the standards specified by the Board of Health that inspects the facility. The standards for the Food Service Department and Nutrition Services Department of a facility require the

maintenance of strict standards of personal habits and cleanliness to prevent the contamination of food and the spread of infection.

Standards of Appearance

The CMD student must comply with the standards of appearance outlined by their supervised practice facility. The following standards of appearance are minimum standards that the CMD students must follow during all supervised practice courses throughout the year. Should the supervised practice facility maintain additional/stricter standards of appearance or cleanliness, the student must comply with the facility's standards.

Attire

A clean, pressed, white, full-length lab coat should be worn over business attire when working in health care environments including patient floors, clinics, and the food production and service areas in these facilities. Business attire would include:

- a) **Females**: dresses or skirts (of appropriate length—no shorter than 2 inches above the knee) or dress slacks with blouse/shirt/sweater (no jeans or shorts). Shirts should cover the entire midriff and should not show cleavage. No sleeveless shirts may be worn. No capri pants may be worn.
- b) **Males**: dress slacks or trousers with shirt and tie (no jeans or shorts)

Footwear

Clean, comfortable shoes should be worn. No open-toed or open-heeled shoes, clogs, or sandals should be worn. No cloth shoes should be worn in food production areas. Shoes should be kept in good condition. Stockings or socks must be worn at all times.

Jewelry

Only wedding bands and earrings (size of earrings may be specified in some institutions), may be worn in the food production areas. Conservative jewelry may be worn in other service areas. Facial piercings are prohibited.

Fingernails

Fingernails must be kept short and clean. Nail polish should not be worn in food production or food service areas. No artificial nails can be worn in the food production or food service areas.

Hair

Hair should be conservative and neatly groomed. Hair, including facial hair, must be covered with a suitable hair restraint when in the food production or service areas.

Identification Tags

Students must be appropriately identified while in the supervised practice facility. They are required to wear a nametag identifying them as a University of Pittsburgh student.

Tattoos

Any exposed tattoos must be small in size, minimally noticeable, and must not be offensive or potentially offensive to patients, clients, families, or fellow employees. Any large or controversial tattoos must be covered at all times when the student is at a supervised practice site.

VII. Appendices

Appendix A

KNOWLEDGE, SKILLS, AND COMPETENCIES FOR ENTRY-LEVEL EDUCATION PROGRAMS DIETITIAN EDUCATION PROGRAMS

Foundation Knowledge and Skills for Didactic Component

The entry-level dietitian is knowledgeable in the eight areas listed below. The foundation knowledge and skills precede achievement of the core and emphasis area(s) competencies, which identify the performance level expected upon completion of the supervised practice program.

Foundation learning is divided as follows: knowledge of a topic as it applies to the profession of dietetics and ability to demonstrate the skill at a level that can be developed further. To successfully achieve the foundation knowledge and skills, graduates must have demonstrated the ability to communicate and collaborate, solve problems, and apply critical thinking skills.

1. COMMUNICATIONS

Graduates will have *knowledge of*:

- Negotiation techniques
- Lay and technical writing
- Media presentations
- Interpersonal communication skills
- Counseling theory and methods
- Interviewing techniques
- Educational theory and techniques
- Concepts of human and group dynamics
- Public speaking
- Educational materials development

Graduates will have *demonstrated the ability to*:

- Use oral and written communications in presenting an educational session for a group
- Counsel individuals on nutrition
- Document appropriately a variety of activities
- Explain a public policy position regarding dietetics
- Use current information technologies
- Work effectively as a team member

2. PHYSICAL AND BIOLOGICAL SCIENCES

Graduates will have *knowledge of*:

- Exercise physiology
- Genetics
- General health assessment, e.g., blood pressure, vital signs
- Organic chemistry
- Biochemistry
- Physiology
- Microbiology
- Nutrient metabolism
- Pathophysiology related to nutrition care
- Fluid and electrolyte requirements
- Pharmacology: Nutrient-nutrient and drug-nutrient interaction

Graduates will have *demonstrated the ability to:*

Interpret medical terminology
Interpret laboratory parameters relating to nutrition
Apply microbiological and chemical considerations to process controls

3. SOCIAL SCIENCES

Graduates will have *knowledge of:*

Public policy development
Psychology
Health behaviors and educational needs of diverse populations
Economics and nutrition

4. RESEARCH

Graduates will have *knowledge of:*

Research methodologies
Needs assessments
Outcomes based research
Scientific method
Quality improvement methods

Graduates will have *demonstrated the ability to:*

Interpret current research
Interpret basic statistics

5. FOOD

Graduates will have *knowledge of:*

Food technology
Biotechnology
Culinary techniques
Sociocultural and ethnic food consumption issues and trends
Food safety and sanitation
Food delivery systems
Food and non-food procurement
Availability of food and nutrition programs in the community
Local, state, and national food security policy
Food production systems
Environmental issues related to food
Role of food in promotion of a healthy lifestyle
Promotion of pleasurable eating
Food and nutrition laws/regulations/policies
Food availability and access for the individual, family, and community
Applied sensory evaluation of food

Graduates will have *demonstrated the ability to:*

Calculate and interpret nutrient composition of foods
Determine recipe/formula proportions and modifications for volume food production
Apply food science knowledge to functions of ingredients in food
Demonstrate basic food preparation and presentation skills
Modify recipe/formula for individual or group dietary needs

6. NUTRITION

Graduates will have *knowledge of:*

Evolving methods of assessing health status
Influence of age, growth, and normal development on nutritional requirements
Nutrition and metabolism
Assessment and treatment of nutritional health risks

Medical nutrition therapy
Strategies to assess need for adaptive feeding techniques and equipment
Health promotion and disease prevention theories and guidelines
Influence of socioeconomic, cultural, and psychological factors on food and nutrition behavior
Complementary and alternative nutrition and herbal therapies
Dietary supplements

Graduates will have *demonstrated the ability to:*

Calculate and/or define diets for health conditions addressed by health promotion/disease prevention activities or uncomplicated instances of chronic diseases of the general population, e.g. hypertension, obesity, diabetes, diverticular disease
Screen individuals for nutritional risk
Collect pertinent information for comprehensive nutrition assessments
Determine nutrient requirements across the lifespan
Translate nutrition needs into food choices and menus for people of diverse cultures and religions
Measure, calculate, and interpret body composition data
Calculate enteral and parenteral nutrition formulations

7. MANAGEMENT

Graduates will have *knowledge of:*

Program planning, monitoring, and evaluation
Strategic management
Facility management
Organizational change theory
Risk management
Management theories
Human resource management, including labor relations
Materials management
Financial management, including accounting principles
Quality improvement
Information management
Systems theory
Marketing theory and techniques
Diversity issues

Graduates will have *demonstrated the ability to:*

Determine costs of services/operation
Prepare a budget
Interpret financial data
Apply marketing principles
Develop a personal portfolio

8. HEALTH CARE SYSTEMS

Graduates will have *knowledge of:*

Health care policy and administration
Health care delivery systems
Current reimbursement issues, policies, and regulations

Competency Statements for the Supervised Practice Component

Competency statements specify what every dietitian should be able to do at the beginning of his or her practice career. The core competency statements build on appropriate knowledge and skills necessary for the entry-level practitioner to perform reliably at the performance level indicated. One or more of the emphasis areas should be added to the core competencies so that a supervised practice program can prepare graduates for identified market needs. Thus, all entry-level dietitians will have the core competencies and additional competencies according to the emphasis area(s) completed.

The minimum performance level for the competency is indicated by the action verb used at the beginning of the statement. The action verbs reflect four levels of performance. The higher level of performance assumes the ability to perform at the lower level:

1. assist - independent performance under supervision, or participate - take part in team activities;
2. perform - able to initiate activities without direct supervision, or conduct - activities performed independently;
3. consult - able to perform specialized functions that are discrete delegated activities intended to improve the work of others, or supervise - able to oversee daily operation of a unit including personnel, resource utilization, and environmental issues; or, coordinate and direct the activities of a team or project workgroup;
4. manage - able to plan, organize, and direct an organization unit through actual or simulated experiences, including knowing what questions to ask.

If the verb "manage" is used, it assumes that the student will progress from "supervise" or "perform/do" the activity while in the program. (Note: the perform level is indicated in parenthesis at the end of the statements to which it applies.) Students may demonstrate that they can manage or supervise through such activities as quality improvement audits, systems review, or directing an activity coordinating others.

CORE COMPETENCIES FOR DIETITIANS (CD)

Upon completion of the supervised practice component of dietitian education, all graduates will be able to do the following:

- CD1. Perform in accordance with the Code of Ethics for the Profession of Dietetics
- CD2. Refer clients/patients to other dietetics professionals or disciplines when a situation is beyond one's level or area of competence (perform)
- CD3. Participate in professional activities
- CD4. Perform self-assessment, prepare a portfolio for professional development, and participate in lifelong learning activities
- CD5. Participate in legislative and public policy processes as they affect food, food security, nutrition, and health care
- CD6. Use current technologies for information and communication activities (perform)
- CD7. Supervise documentation of nutrition assessment and interventions
- CD8. Provide dietetics education in supervised practice settings (perform)
- CD9. Supervise counseling, education, and/or other interventions in health promotion/disease prevention for patient/clients needing medical nutrition therapy for uncomplicated instances of common conditions, e.g. hypertension, obesity, diabetes, and diverticular disease
- CD10. Supervise education and training for target groups
- CD11. Develop and review educational materials for target populations (perform)
- CD12. Participate in the use of mass media to promote food and nutrition
- CD13. Interpret and incorporate new scientific knowledge into practice (perform)
- CD14. Supervise quality improvement, including systems and customer satisfaction, for dietetics service and/or practice
- CD15. Develop and measure outcomes for food and nutrition services and practice (perform)
- CD16. Participate in organizational change and planning and goal-setting processes
- CD17. Participate in business or operating plan development
- CD18. Supervise the collection and processing of financial data
- CD19. Perform marketing functions

- CD20. Participate in human resources functions
- CD21. Participate in facility management, including equipment selection and design/redesign of work units
- CD22. Supervise the integration of financial, human, physical, and material resources and services
- CD23. Supervise production of food that meets nutrition guidelines, cost parameters, and consumer acceptance
- CD24. Supervise development and/or modification of recipes/formulas
- CD25. Supervise translation of nutrition into foods/menus for target populations
- CD26. Supervise design of menus as indicated by the patient's/client's health status
- CD27. Participate in applied sensory evaluation of food and nutrition products
- CD28. Supervise procurement, distribution, and service within delivery systems
- CD29. Manage safety and sanitation issues related to food and nutrition
- CD30. Supervise nutrition screening of individual patients/clients
- CD31. Supervise nutrition assessment of individual patients/clients with uncomplicated instances of common medical conditions, e.g. hypertension, obesity, diabetes, diverticular disease
- CD32. Assess nutritional status of individual patients/clients with complex medical conditions, e.g. renal disease, multi-system disease, organ failure, and trauma
- CD33. Design and implement nutrition care plans as indicated by the patient's/client's health status (perform)
- CD34. Manage monitoring of patients'/clients' food and/or nutrient intake
- CD35. Select, implement, and evaluate standard enteral and parenteral nutrition regimens, i.e. in a medically stable patient to meet nutritional requirements where recommendations/adjustments involve primarily macronutrients (perform)
- CD36. Develop and implement transitional feeding plans, i.e., conversion from one form of nutrition support to another, e.g., total parenteral nutrition to tube feeding to oral diet (perform)
- CD37. Coordinate and modify nutrition care activities among caregivers (perform)
- CD38. Conduct nutrition care component of interdisciplinary team conferences to discuss patient/client treatment and discharge planning
- CD39. Refer patients/clients to appropriate community services for general health and nutrition needs and to other primary care providers as appropriate (perform)
- CD40. Supervise screening of the nutritional status of the population and/or community groups
- CD41. Conduct assessment of the nutritional status of the population and/or community groups
- CD42. Provide nutrition care for people of diverse cultures and religions across the lifespan, i.e., infants through geriatrics (perform)
- CD43. Conduct community-based health promotion/disease prevention programs
- CD44. Participate in development and evaluation of a community-based food and nutrition program
- CD45. Supervise community-based food and nutrition programs
- CD46. Participate in coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers

EMPHASIS AREAS

The core competencies ensure that everyone enrolled in a coordinated program or dietetic internship program has learning experiences reflecting the *breadth* of dietetics practice. The core provides the broad base of diverse experiences necessary for the future career mobility illustrated in the model for dietetics practice.

All dietitian education supervised practice programs must offer at least one emphasis area. The emphasis areas are not intended to prepare specialists or advanced level practitioners as defined for credentialing purposes. Competencies for each emphasis area build on the core competencies and are designed to begin to develop the *depth* necessary for future proficiency in that area of dietetics practice. More experience in at least one area provides a model for learning throughout one's professional life.

To establish an emphasis area, the program has the following options:

- Use one or more of the four defined emphasis areas; or,
- Develop a general emphasis by selecting a minimum of seven competency statements, relevant to program mission and goals, with at least one from each of the four defined emphasis areas. The selected competencies should build on the core competencies. General emphasis does not mean achievement of all competencies from all emphasis areas; or,
- Create a unique emphasis area with a minimum of seven competency statements, based on environmental resources and identified needs.

NUTRITION THERAPY EMPHASIS COMPETENCIES (NT)

- NT1. Supervise nutrition assessment of individual patients/clients with complex medical conditions, i.e., more complicated health conditions in select populations, e.g., renal disease, multi-system organ failure, trauma
- NT2. Integrate pathophysiology into medical nutrition therapy recommendations (perform)
- NT3. Supervise design through evaluation of nutrition care plan for patients/clients with complex medical conditions, i.e., more complicated health conditions in select populations, e.g., renal disease, multisystem organ failure, trauma
- NT4. Select, monitor, and evaluate complex enteral and parenteral nutrition regimens, i.e., more complicated health conditions in select populations, e.g., renal disease, multi-system organ failure, trauma (perform)
- NT5. Supervise development and implementation of transition feeding plans from the inpatient to home setting
- NT6. Conduct counseling and education for patients/clients with complex needs, i.e., more complicated health conditions in select populations, e.g., renal disease, multi-system organ failure, trauma
- NT7. Perform basic physical assessment
- NT8. Participate in nasogastric feeding tube placement and care
- NT9. Participate in waived point-of-care testing, such as blood glucose monitoring
- NT10. Participate in the care of patients/clients requiring adaptive feeding devices
- NT11. Manage clinical nutrition services

Appendix B

UNIVERSITY OF PITTSBURGH
SCHOOL OF HEALTH AND REHABILITATION SCIENCES
DEPARTMENT OF SPORTS MEDICINE & NUTRITION

MASTER OF SCIENCE-COORDINATED PROGRAM IN DIETETICS
PROFESSIONAL PROGRAM CURRICULUM PLAN

Year 1

Fall Term

HRS 2435	Financial Management for Health Professions	3
HRS 2631	Nutrition Assessment with Lab	3
HRS 2611	Advanced Food Science with Lab	3
PSYED 2018	Statistical Methods 1	3
HRS 2999	Independent Study: Supervised Practice	3
TOTAL CREDITS		15

Spring Term

HRS 2633	Professional Trends & Issues	3
HRS 2634	Food Service Management with Lab	3
HRS 2901	Introduction to Research Methodology	3
HRS 2640	Supervised Practice: Community Nutrition	2
HRS 2625	Advanced Nutrition Counseling	3
TOTAL CREDITS		14

Year 2

Fall Term

HRS 2600	Nutrition Research Seminar	1
HRS 2623	Advanced Medical Nutrition Therapy 1	3
HRS 2641	Supervised Practice: Food Service Management	2
HRS 2642	Supervised Practice: Clinical 1	4
HRS 2637	Practical Applications of MNT 1	1
HRS 2903	Issues in the Health System	2
TOTAL CREDITS		13

Spring Term

HRS 2624	Advanced Medical Nutrition Therapy 2	2
HRS 2643	Supervised Practice: Clinical 2	4
HRS 2644	Supervised Practice: Management of Nutrition Care	2
HRS 2645	Supervised Practice: Management in Long-Term Care	2
HRS 2638	Practical Applications of MNT 2	1
TOTAL CREDITS		11

TOTAL CREDITS FOR COORDINATED MASTERS PROGRAM IN DIETETICS **53**

CMD Curriculum
Revised 10/03/05, 6/28/06, 8/07, 12/07, 8/09, 8/11

Appendix C

UNIVERSITY OF PITTSBURGH
School of Health and Rehabilitation Sciences
Clinical Dietetics and Nutrition

Plan for Clinical Hour Make-Up Time

Student Name _____ Date of Absence _____ Current Date _____

Total Clinical Hours Missed _____ Unit of Study Hours Missed In _____

Reason for Absence/Lateness/Time Missed _____

TO BE FILLED OUT BY THE SUPERVISED PRACTICE SUPERVISOR:

The following schedule of dates and times will be followed by the student to make-up the missed clinical hour time and learning experiences:

Date _____ Time _____ Total Hours _____ Supervising Dietitian _____

Date _____ Time _____ Total Hours _____ Supervising Dietitian _____

Date _____ Time _____ Total Hours _____ Supervising Dietitian _____

Date _____ Time _____ Total Hours _____ Supervising Dietitian _____

Date _____ Time _____ Total Hours _____ Supervising Dietitian _____

This form must be signed and dated by both the student and the Supervised Practice Preceptor assisting in the development of the make-up time schedule. The original form should be given to the CDN Clinical Instructor. The student is to make two copies and give one copy to their Supervised Practice Preceptor and keep one for their own records.

Signature of student and Date

Signature of SP Preceptor and Date

Appendix D

UNIVERSITY OF PITTSBURGH
School of Health and Rehabilitation Sciences
Clinical Dietetics and Nutrition

Make-Up Time Log Sheet

Student Name _____ Unit(s) of Study _____

Total Clinical Hours Missed in Each Unit of Study _____

Name of Supervising Dietitian for Make-Up Time _____

Date	Learning Activity/Patient Initials	Unit of Study	Total Time Spent

Total Hours Completed _____ (Should match “Total Clinical Hours Missed”)

SP Preceptor Signature _____

Date _____

Student Signature _____