



University of
Pittsburgh

Department of
Sports Medicine and Nutrition
School of Health and Rehabilitation Sciences

Dietitian Nutritionist Program Program Handbook

2022-2023

Department of Sports Medicine and Nutrition

Reference this handbook to learn about the unique policies, requirements, procedures, resources, and norms for students in the Dietitian Nutritionist Program.

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Welcome

The faculty and staff of the Department of Sports Medicine and Nutrition join in welcoming you. We are pleased that you have selected admission to the Dietitian Nutritionist Program 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 program. The program handbook is not intended to be all-inclusive, but rather, to be used as a supplement to the [School of Health and Rehabilitation Sciences \(SHRS\) Undergraduate Student Handbook](#), [School of Health and Rehabilitation Sciences \(SHRS\) Undergraduate Student Handbook](#), [the University of Pittsburgh Undergraduate Catalog](#), and [the University of Pittsburgh Graduate & Professional Bulletin](#).

All the SHRS policies and procedures apply to all students; however, this handbook delineates specific interpretations as they apply to students enrolled in the Dietitian Nutritionist Program. It outlines accepted policy, based on the program's compliance to the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 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 this handbook and the [SHRS Student Handbooks](#). It is also important that you retain and use the respective handbooks as a basic reference while you are enrolled in the Dietitian Nutritionist Program (DN Program).

The Dietitian Nutritionist Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (A.N.D.), (ACEND@eatright.org), phone (1-800-877-1600 or 1-800-877-1600 x5400), or mail (120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995).

Navigating Policy and Resources at Pitt

This handbook is one of many sources to consult as you become familiar with the policies, procedures, requirements, resources, and standards of education at the University of Pittsburgh.

Program Handbook

Detailed reference for the Dietitian Nutritionist Program's unique requirements, policies, procedures, resources and standards.

Other sources for SHRS Policy detail



Graduate Handbook

...SHRS policies and procedures for graduate students

Undergraduate Handbook

...SHRS policies and procedures for undergraduate students

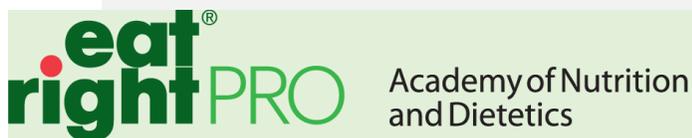
Academic Policies

...principles applicable to all SHRS students



Student Services

Info about life at Pitt that will support your overall wellbeing.



Who to Contact for Questions?

Many of your questions about how to meet expectations and thrive as a student will be answered by the various sources of policies, procedures, requirements, resources, and norms listed above. Several key positions in this department and on campus are ready to answer your remaining questions:

Program Director

Dr. Hutcheson is the faculty member designated to direct its educational vision and structure. This is the person responsible for all program oversight.

Clinical and Community/Public Health Coordinators

The program coordinators manage the professional work setting Supervised Experiential Learning (SEL) sites and related courses in the program. Dr. Cousins is the Clinical Coordinator responsible for the Medical Nutrition Therapy, Food Service Management and Long-term Care and Specialty rotation clinical sites. Professor Passerello is the Community/Public Health Coordinator responsible for the Community/Public Health rotation sites.

Academic Advisors

Each student will be assigned an academic advisor upon matriculation into the DN Program. This advisor is an expert in navigating academic policies, procedures, course registration, credit transfer, and campus resources. The academic advisor will be a key source of guidance tracking student progress toward degree completion. The name and contact information of your faculty advisor can be found on your PeopleSoft/HighPoint site on myPitt (my.pitt.edu) under “Academics” and then “My Advisor.” For additional information on advisor assignment, roles, and responsibilities please see the [SHRS Undergraduate and SHRS Graduate Student Handbooks](#)

Faculty Mentor

Upon acceptance into the Dietitian Nutritionist Program, each student will be assigned a mentor who is a member of the program faculty. The role of the faculty mentor is to provide guidance to the student as they make decisions regarding courses, professional goals, career planning and development. Faculty mentors will also monitor student progress in formative and summative competency attainment. For additional information on faculty mentor roles, and responsibilities please see the [SHRS Undergraduate and SHRS Graduate Student Handbooks](#).

SMN Administrator

This is the department staff person who serves as a point person for office or faculty inquiries. The administrator is your first contact when you enter the department and will answer many of your questions related to faculty location and office hours, office procedures, lockers, lab usage and general questions about the University.

SHRS Student Support Services

The Dietitian Nutritionist Program adheres to the School of Health and Rehabilitation Sciences for descriptions to all services available to students which are presented in the SHRS Student Handbooks. For general inquiries and student services, see the Dean’s office staff for contact information or <https://www.shrs.pitt.edu/about/contact-us>.

University of Pittsburgh Student Support Services

Student Affairs provides resources for leadership, oversight, and support services to the Division of Student Affairs and other University departments to promote student success by facilitating student engagement, wellness, and development. The office also assists students, staff, faculty, family members and community members with matters that may affect students' quality of life or the pursuit of their goals. Questions may be emailed to deanofstudents@pitt.edu or by calling 412-648-1006.

We also provide students with high-quality support services that are crucial to each student's success and well-being through the Healthy U Program and Wellness Center (comprised of the Student Health Service and the University Counseling Center). The Career Center [[link](#)] also provides critical support for Pitt students before they arrive and throughout their college careers. We also oversee the University Student Conduct process.

Department & Program Overview

Diversity, Equity, and Inclusion

The School of Health and Rehabilitation Sciences is committed to action-oriented policies to address inequity and create a more welcoming, accessible, and inclusive school for our students, faculty, staff, and friends in the community. We believe that there are systemic problems that require complex solutions, and we are dedicated to developing and implementing those solutions to create not only a more equitable academic environment but also a more equitable health care system, which we believe can be done through the education of the next generation of health care leaders. For more information on the SHRS diversity, equity and inclusion initiative and resources, please go to <https://www.shrs.pitt.edu/about/shrs-diversity-equity-and-inclusion>.

Our aim is to educate and empower faculty and students to cultivate a diverse profession that integrates science into the social and cultural environment of all individuals and groups they engage, leading to a more holistic approach to eating and health.

Program Administration

The Dietitian Nutritionist Program is an Entry-level Professional BS-MS Degree program offered by the Department of Sports Medicine & Nutrition (SMN) in the School of Health and Rehabilitation Sciences (SHRS). The Dietitian Nutritionist Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND) as a Future Education Model Program.

Each faculty member of the Dietitian Nutritionist Program participates in planning, teaching, and evaluating the Dietitian Nutritionist Program. Students participate in the evaluation of the courses offered and the Dietitian Nutritionist Program curriculum. The Dietitian Nutritionist Program Director is responsible for determining that each student has successfully met the knowledge, skills and competency requirements for Entry-Level Dietitians which are delineated by the Accreditation Council for Education Programs in Nutrition and Dietetics (ACEND) ([Appendix A](#)), and for verifying that the student is eligible to take the National Registration Examination for Dietitians.

Faculty and Staff Directory

The program faculty and staff offices are in 6035 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 in Room 6035 Forbes Tower.

Kevin Conley, PhD, ATC
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Assistant Professor and Clinical Coordinator
Dietitian Nutritionist Program
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Cheryl Jones
Financial Administrator
Room 6080 Forbes Tower

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Office Hours Department

The Sports Medicine & Nutrition Department Office (Room 6035) 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.

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.”

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.

Department Announcements and Student Mail

Bulletin Boards

Official Department announcements are posted on the bulletin board located on the wall outside of Room 6035 Forbes Tower. This bulletin board is reserved for official announcements and students must check with a Dietitian Nutritionist Program faculty member before posting items.

Student Mailboxes

Each student enrolled in SHRS is assigned a mail slot. The mail slots for Dietitian Nutritionist Program students are located on the sixth floor of Forbes Tower in suite 6035. Program 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 their mailbox daily.

Student Dietetic Association (SDA) Mail

The SDA has a mailbox located with the faculty mailboxes in Room 6035 of Forbes Tower. SDA officers are responsible for picking up SDA mail.

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.

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.

Student Professional Organizations

Students enrolled in the Dietitian Nutritionist Program are eligible for membership in the three dietetic associations described below. All Dietitian Nutritionist Program students are required to retain their membership in the Academy of Nutrition and Dietetics throughout their enrollment in the Dietitian Nutritionist Program.

The Academy of Nutrition and Dietetics

The Academy of Nutrition and Dietetics (Academy) is the national professional organization of registered dietitians. Membership in the Academy is required for all Dietitian Nutritionist Program students. There is a \$58.00* annual fee for student membership. Benefits of being an

Academy member include a subscription to the Journal of the Academy of Nutrition and Dietetics, access to the Evidence Analysis Library, a discounted price for the online Nutrition Care Manual and other Academy resources, and eligibility for Academy and state awards and scholarships. Applications for student membership are available from the [Academy website](#).

Student Dietetic Association

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

Further details about the SDA and procedures for joining the organization will be presented at the first fall term meeting of the SDA. All in-coming Dietitian Nutritionist Program students are invited to attend the meeting. The date of the meeting will be posted on the department bulletin board outside of Room 6035 Forbes Tower and on the program's social media site #sdatpitt.

Pittsburgh Academy of Nutrition and Dietetics

The Pittsburgh Academy of Nutrition & Dietetics (PitAND) is a local professional organization for dietitians. Membership in PitAND provides opportunities to network with local dietetics professionals and attend professional seminars at a discounted rate. The student membership fee is \$10.00*. Applications are available from the PitAND website. Student membership in the PitAND is strongly encouraged.

Note: *All fees are subject to change.

Academic Program Information

Program Description

The University of Pittsburgh's Dietitian Nutritionist Program is administratively housed in the School of Health and Rehabilitation Sciences, Department of Sports Medicine and Nutrition. The Dietitian Nutritionist Program is a graduate degree program (GP) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The Dietitian Nutritionist Program is a competency based educational program that integrates experiential learning with didactic coursework to enable students to demonstrate the higher level of competence that will be needed for future practice as a Registered Dietitian Nutritionist (RDN). The program is an early adopter demonstration program accredited under the Future Education Model Graduate Degree Program Standards (FEM).

This program offers points of entry for:

- qualified undergraduates
- post-baccalaureate candidates
- graduates of Didactic Programs in Dietetics (DPD)

Accelerated Entry

Undergraduate students will earn both Bachelor of Science and Master of Science degrees. Students may graduate in five years.

Post Baccalaureate Entry

Students who enter the program with a bachelor or higher degree will earn a Master of Science in three years. One year of undergraduate nutrition courses and two years of graduate courses and supervised experiential practice.

Didactic Program in Dietetics Graduate Entry

Students entering with an undergraduate degree in nutrition and dietetics and a verification statement will enter the two-year master program. Earning a Master of Science in two years.

The curriculum contains all the knowledge and skills-based learning activities to achieve the competence expected of entry-level dietitians/nutritionists (Appendix A) as outlined in the Future Education Model Accreditation Standards for Graduate Degree Programs. This program is also designed to extend competence beyond the basic requirements required for all entry-level dietitians by providing opportunities for specialty area concentrations.

The Dietitian Nutritionist Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) which is recognized by the U.S. Department of Education and the Commission on Recognition of Postsecondary Accreditation as the official accrediting body for nutrition and 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.

Program Mission

The mission of the Dietitian Nutritionist Program is the development of graduates with the competence and advanced skills to practice effectively as entry-level Registered Dietitian Nutritionists (RDN) to

enhance the health and wellbeing of individuals and diverse populations. In addition, the vision is to lead among dietetics programs in advancing knowledge, skills, and the evidence-based practice of RDNs.

Dietetics practice is defined in this program as the provision of comprehensive nutrition care via the Nutrition Care Process (NCP), 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, their right to care and to participate in the decisions involving that care without regard to race, color, sex, national origin, age, religion, marital status, disability, veteran status, sexual orientation, gender identity, gender expression, or any other protected class.

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

1. Nutrition science and 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, social, cultural, and ethnic significance of eating behavior.
4. The Nutrition Care Process - Nutrition Assessment, Diagnosis, Treatment and Care Planning, and Evaluation and Monitoring.
5. Lifestyle counseling skills and techniques.
6. Educational methodology.
7. Communication with health care and dietetic team members.
8. Coordination of nutrition care with other components of care.
9. Managing available human and fiscal resources efficiently and effectively.
10. Translation of evidence informed research and application of quality improvement to achieve safe, effective, patient-centered, timely, efficient, and equitable healthcare outcomes.

The program has at 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 Future Education Model Accreditation Standards for Graduate Degree Programs emphasizes the development of proficiency in each of the three functional areas of dietetics: clinical, community/public health, 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 Dietitian Nutritionist Program graduates will ultimately practice will be varied. Although the acute care institutional setting will 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 basic practice of entry-level 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 gained the knowledge and skills to demonstrate competencies related to the FEM competencies in diverse populations, and individuals of varying age, health status, socioeconomic class, level of education, belief system and life situation.

Essential to, but indeed a prerequisite to the process of attaining the knowledge, skills, and abilities inherent in professional nutrition and dietetics education, is the attainment of both broad-based liberal arts education and knowledge of theory which underlies nutrition and dietetic practice. In contrast, there are professional practice areas requiring specialized knowledge, skills, and competence that students may desire to enter upon entry into the profession. The program draws upon its considerable resources to enhance the preparation for many of these evolving areas of specialized practice for students to build upon once they obtain RDN status.

The Dietitian Nutritionist Program responds to the professional nutrition and dietetics career interests and professional education needs of individuals in Western Pennsylvania, the State as a whole, surrounding regions of the State, the country and global demand. 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 Medical Center (UPMC). The quality of the Program is consistent with the expectations of shareholders and will allow graduates of the Program to develop the degree of competence and the level of proficiency necessary to provide high quality nutrition and dietetic services that span the breadth of the profession.

Goals & Outcome Measures

Program Goal 1:

Development of graduates with the competence and advanced skills to practice effectively as entry-level Registered Dietitian Nutritionists (RDN).

Objectives:

- a. At least 80% of students complete program requirements within 3-4.5 years (150% of the program length).*
- b. The program's one-year pass rate, (graduates who pass the registration exam within one year of first attempt), on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- b. At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- c. Eighty percent of graduates will be members of the Academy of Nutrition and Dietetics.

* The program length for DPD graduates is 2 years and undergraduate or post baccalaureate entry students complete the program in 3 years.

Program Goal 2:

To prepare entry-level graduates with advanced knowledge and skills that contribute to the evidence-informed practice of RDNs.

Objectives:

- a. Of graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- b. Ninety percent of employers of graduates will rate the performance of the graduates as being at or above that of other entry-level dietitians they have employed.
- d. One hundred percent of graduates will have completed nutrition-related research or capstone project.

Program outcomes are available upon request.

Admission requirements

Admission to the Dietitian Nutritionist Program is contingent upon successful completion of the following prerequisite criteria:

General Chemistry 1 & 2 with labs
Biology 1 & 2 (Biology 2 must include a genetic component. Non-Pitt students may take Genetics or a Bio 2 course that includes genetics)
Biology Lab
Organic Chemistry (CHEM 0350 at Pitt) (OCHEM 1 & 2 - non-Pitt students)
*Biochemistry
Microbiology (Food Microbiology not accepted)
Algebra or higher math (exemption okay for Pitt students)
Statistics
English Composition
English Writing
Communications
Business
Sociology/ Social Science/ Humanities
Psychology
*Introduction to Nutrition
+Introduction to Dietetics
+Food and Culture
Electives to equal 63 credits
*These courses need to have been completed within the past five years.
+These courses can be taken in the first year of the Dietitian Nutritionist Program

Additional Requirements:

Minimum cumulative and prerequisite GPA of 3.0 (based on 4.0)

A minimum grade of C- in all courses designated as prerequisites taken at the University of Pittsburgh, a C or better is required for transfer from another university.

Students conditionally admitted to the Dietitian Nutritionist Program will not be eligible enroll in classes until all admission requirements are satisfied.

Application Deadline - March 1; however, we encourage students to apply prior to the deadline as the program will begin reviewing applications in January.

Applicants may be considered for admission to a graduate program based on academic and experiential preparation. An interview is required for qualified candidates. Dietitian Nutritionist Program policies, procedures and practices related to student recruitment and admission comply with state and federal laws and regulations to ensure nondiscrimination and equal opportunity.

All Applicants must:

- Complete the SHRS [ApplyYourself](#) online application.
- Submit a self-evaluation essay, discussing strengths, skills, and experiences that will contribute to success in the Dietitian Nutritionist Program and your professional goals as a

registered dietitian.

- Submit resume demonstrating evidence of adequate exposure to the field of dietetics and an appreciation of the breadth, depth, and scope of practice. This can be accomplished through either volunteer or paid work experience in a dietetics-related setting; there is no minimum number of hours required.
- Submit three letters of recommendation: one from a registered dietitian, one supervisor in volunteer or work experience and one from a college professor. These letters should address the applicant's academic, professional, and personal attributes and potential for meaningful graduate study. At least one letter should speak to your leadership experience and commitment to service.
- Submit official transcripts from all colleges and universities attended.
- Applications can be submitted when course requirements are in progress.
- Admission is for the fall term only.
- International applicants please visit our International Admissions page for important additional requirements.

Essential Program Standards

This information is provided to inform applicants of the nonacademic technical performance and expectation standards required to complete the program successfully. Applicants should review the essential program standards to ensure that they are able to meet and maintain the standards of the program. The University fosters a culture of inclusiveness and is committed to providing an accessible environment for its faculty, staff, and students. Please note, the Dietitian Nutritionist Program is committed to nondiscrimination, including disabilities. Individuals with disabilities are encouraged to apply and reasonable accommodations will be provided as appropriate.

The Dietitian Nutritionist Program at the University of Pittsburgh is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. The aim of this program is to prepare graduates to enter a variety of employment settings and to render care to wide spectrum of individuals. All candidates and graduates must possess the essential physical, cognitive, and behavioral abilities considered necessary for students admitted to this program to achieve the knowledge, skills, and competences to meet the Future Education Model (FEM) Standards of the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Essential Standards for Admission Consideration

The following abilities and expectations must be met by all students admitted to the dietitian nutritionist program, noting that individuals with disabilities may be granted reasonable accommodations related to these standards, as appropriate.

Intellectual

A student must have the quantitative ability (i.e., measurement, calculations, etc.), and intellectual, conceptual, and reasoning capacity, to assimilate, analyze and synthesize data to distinguish deviations from the norm in patient care and research activities. The student must be able to integrate concepts and problem solve to formulate assessment, diagnosis, and intervention judgments. Testing and evaluation of these abilities is required to progress through the curriculum to meet formative and summative entry-level competencies.

Sensory and Observation

A student must be able to observe and participate in demonstrations and experiences to assess the nutritional status of clients and implement the Nutrition Care Process obtaining the client's history, performing physical examinations, anthropometric measurements, and analysis of laboratory data. The student must have sufficient ability to obtain information accurately in didactic, laboratory, and clinical settings, (i.e., physical changes such as skin or lesions and sanitation compliance and food service).

Strength and Coordination

A student must be able to obtain information from clients by palpation, auscultation, and percussion, and to perform diagnostic procedures including, but not limited to history taking, physical examination, anthropometric measurements, and analysis of laboratory data. The student must be able to prepare assignments and documentation, both written and computer generated, and perform public presentations and food skill-based demonstrations. The student must be able to travel to sites (classroom and experiential).

Communication

A student must be able to communicate effectively with students, faculty, preceptors, health care team, and clients (including individuals from different cultural and socioeconomic backgrounds). Students must be able to establish rapport with patients and communicate nutrition assessment, diagnosis, and treatment information effectively and efficiently. Students must be able to collect and exchange information, understand, and speak the English language at a level consistent with competent professional practice. Students must be able to use appropriate grammar, spelling, and vocabulary.

A graduate student is expected to analyze, conceptualize, and summarize complex relationships as ascertained from patient records, research studies and other written reports and be able to communicate that information effectively.

Behavioral and Social Attributes

A student must possess the emotional health required for utilization of their intellectual abilities. The student must be reliable and responsible to complete all academic and clinical responsibilities in a timely manner without supervision. Students must be able to develop mature, sensitive ethical and effective relationships with students, faculty, clients, members of the health care or research team and other diverse groups. Students must be able to adapt to change, display poise and flexibility in the face of uncertainties and stressful situations, and to independently demonstrate empathy, integrity, compassion, motivation, and commitment commensurate with the habits and mannerisms of professional training to become a dietitian/nutritionist.

Candidates for selection to the dietitian nutritionist program will be required to meet these essential standards, noting that individuals with disabilities may be granted reasonable accommodations related to these standards, as appropriate.

It is the policy of the University of Pittsburgh to comply with the Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973, including the provision of reasonable accommodations for individuals who voluntarily disclose a disability and complete the interactive process with the office of disability

resources and services. The purpose of an accommodation is to ensure an equal educational opportunity for qualified individuals with disabilities.

If you have a disability that requires reasonable accommodation, we encourage you to submit an accommodation request to the Office of Disability Resources and Services. The Office of Disability Resources and Services can be reached through their website or by phone at 412-648 - 7890 voice or (TTD). The office of Disability Resources and Services is in 140 William Penn Union on the Oakland campus.

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment based on race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. For information on University equal opportunity and affirmative action programs and complaint/grievance procedures, contact the Office of Affirmative Action, 901 William Pitt Union, University of Pittsburgh, Pittsburgh, PA 15260, 412-648-7860/412-648-7860.

Program Curriculum

The Dietitian Nutritionist Program curriculum (Appendix B) requires completion of all requirements to complete the Master of Science Degree. This includes both didactic and supervised experiential learning courses. To obtain a Verification Statement for eligibility for the Registration Exam for Dietitians all students must demonstrate satisfactory completion of all entry-level program summative competencies.

The didactic and supervised experiential learning 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" or unsatisfactory grade) will result in a one-year delay in completing the course, the remaining program requirements, and the year of graduation. All courses in the undergraduate year must be completed with a C- or higher and all courses in the Masters 2 years must be completed with a C or higher to progress through the program.

Didactic Courses

Didactic courses may be delivered via a combination of lecture/interactive/hybrid/online modalities. Courses may include laboratory, field trips, and/or in-class learning activities. The didactic courses required as part of the program 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 nutrition and dietetic practice: Clinical Dietetics, Food Service Management, and Community/Public Health Nutrition. The didactic courses focus on professional science and application to meet competencies at the knows (knowledge) and shows (demonstration in classroom) levels. The experiential demonstration activities ensure that students are able to apply the course information to real-life scenarios. This knowledge base is essential to allow the student to progress to advanced graduate level courses that include both didactic and supervised experiential learning that meet competencies at the does (performance in professional practice) level. Courses required in the Dietitian Nutritionist Program include those that are coordinated with the supervised experiential learning courses as well as others that provide advanced level content.

Supervised Experiential Learning Courses - Rotations and Didactic Courses with Experiential Learning Activities

Applied learning is an educational theme that resonates throughout the curriculum. The didactic courses within this program will include reading, writing, attending/watching lectures, notetaking, discussions, projects, group work, presentations, etc. In addition to these traditional methods, these courses will also include simulations, role playing, on-site visits to facilities, case studies, and other types of authentic experiential learning activities. These authentic experiential activities ensure that students can apply the course information to real-life scenarios.

Supervised Experiential Learning in Professional Practice Settings

Supervised experiential professional learning is offered in three major areas: Food Service Management, Clinical Dietetics, and Community/Public Health Nutrition. All supervised experiential learning activities in professional work setting must be completed within the Dietitian Nutritionist Program. The Dietitian Nutritionist Program does not accept professional work setting supervised experiential learning hours from other institutions, any work experience, or volunteer hours towards the required professional work setting supervised experiential learning hours for the program. A detailed discussion of supervised experiential learning is in the Policies and Procedures Specifically Related to the supervised experiential learning section of this handbook.

Specialty Practice Rotations

All students are guaranteed Medical Nutrition Therapy (MNT) specialty rotation. In addition, the University of Pittsburgh has broad resources that span many areas of practice and can, therefore; offer students a 12-week personalized immersion in a preplanned limited admission specialty practice area. Students will gain experience and competence beyond entry-level in these specialty rotations and will do their capstone scholarly project during this rotation. Students may be required to take elective course(s) to prepare them for the specialty area. Limited admission specialty areas available for 2022-2023 include: Limited capacity options: Oncology, Lifestyle Nutrition and Oncology, Maternal and Pediatric, Community/Public Health, Sports Nutrition, and Eating Disorders.

Students entering Year 2 of the program, with experience in a specialty area of practice and plans to practice in this specialty upon graduation, may apply for “limited capacity” specialty areas by the application deadline. All students must meet application requirements, be in good standing and interview for competitive positions. (Students with provisional admission must satisfy all prerequisite admission requirements prior to the application date to be eligible).

Financial Considerations

Basic Tuition and Fees

After admission to the Dietitian Nutritionist Program, 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. [University of Pittsburgh Graduate and Professional Bulletin](#)
2. [SHRS Undergraduate or Graduate Student Handbook](#)

3. [The Office of Admissions and Financial Aid](#)

Additional Expenses While Enrolled in the Dietitian Nutritionist Program

While enrolled in the Dietitian Nutritionist Program, 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 Dietitian Nutritionist Program is outlined on the next two pages. This is followed by a description of individual additional expense items.

Table 1: Students Mandatory Financial Considerations

Year 1: Mandatory Student Expenses	
Lab Fees (NUTR 1613 & NUTR 1605)	\$ 120.00
Competency and Clearance Mgt	90.00
Academy Student Membership	58.00
Food Safety Training & Certification (NUTR 1613)	105.00
*Malpractice/Medial and Professional Liability Insurance	No charge
Health Insurance	Variable
Physical/Medical Exam	Variable
Criminal Record Check	\$22
Child Abuse Clearance	\$13
FBI Background Check	\$21.85
CPR Certification	Variable
Total Mandatory Expenses First Year:	\$429.85
Optional Student Professional Expenses	
Required Professional Meetings and Field Trips	50.00
PitAND Student Membership	10.00
Academy Liability Insurance	20-24.00
Total Optional Expenses First Year	\$80-84.00
Year 2: Mandatory Student Expenses	
Lab Fees (HRS 2631 & HRS 2646)	115.00
Competency and Clearance Mgt	90.00
Academy Student Membership	58.00
*Malpractice/Medial and Professional Liability Insurance	No Charge
Health Insurance	Variable
Physical/Medical Exam	Variable
Criminal Record Check	\$22
Child Abuse Clearance	\$13
FBI Background Check	\$21.85
Lab Coat (Professional Work Setting SEL)	30.00
Total Mandatory Expenses Second Year	\$349.85
Optional Student Professional Expenses	
PitAND Student Membership	\$ 10.00
Academy Liability Insurance	20-24.00
Lab Apron (Students entering in Year 2)	15.00
Transportation Expenses and Parking for HRS 2999, if applicable	Variable
Total Optional Expenses Second Year	\$ 40-44.00

Year 3: Mandatory Student Expenses	
Academy Student Membership	\$ 58.00
SEL Competency and Clearance Mgt (Includes RD Exam preparation)	250.00
Required Professional Meetings	Variable
*Malpractice/Medial and Professional Liability Insurance	No Charge
Health Insurance	Variable
Physical/Medical Exam	Variable
Criminal Record Check (volunteer status)	\$22
Child Abuse Clearance (volunteer status)	\$13
FBI Background Check	\$21.85
CPR Certification	Variable
Transportation Expenses/Parking during SEL	Variable
Total Mandatory Expenses Third Year	\$344.85
Optional Student Professional Expenses Year 3	
PitAND Student Membership	\$ 10.00
Academy Liability Insurance	20-24.00
Total Optional Expenses Third Year:	\$ 30-34.00

* Malpractice/Medial and Professional Liability Insurance - All SHRS students are required to carry professional student liability insurance during those terms they are enrolled in Professional Work Setting SEL courses. The University carries a group liability insurance policy for students. There is no premium charge for the student.

Explanation of Additional Student Financial Considerations

Lab Fees

Dietitian Nutritionist Program 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.

Lab Coat

Students are required to wear a lab coat for designated activities during Year 3 of the Dietitian Nutritionist Program and in all Professional Work Setting SEL settings during the third year of the Dietitian Nutritionist Program. Lab coats, purchased by each student, will be received during the annual White Coat Ceremony, if permissible.

Food Safety Training & Certification

As part of the course content for NUTR 1613: Food Application Lab, 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.

Professional Meetings and Field Trips

Students are responsible for transportation costs, parking fees, and/or registration fees associated with professional meetings/seminars, field trips and SEL that are required as part of a course. Students will be required to attend at least one local professional meeting during the Dietitian Nutritionist Program.

Health Insurance

All Dietitian Nutritionist Program students must have health insurance coverage (health and hospitalization insurance) for all academic terms they are participating in program didactic courses or experiences while enrolled in the Dietitian Nutritionist Program.

Physical/Medical Examinations

All Dietitian Nutritionist Program students must have a complete physical/medical examination, including specified immunizations, before they can begin the program. All students will need to repeat the Physical/Medical Examination during the summer yearly. 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. In addition, some clinical facilities require additional medical testing and/or drug screening. The student is responsible for the cost.

CPR Training & Certification

All Dietitian Nutritionist Program students are required to obtain CPR Training and Certification prior beginning the program. The student must maintain certification through the end of April of the third year of the Dietitian Nutritionist Program.

Criminal Record Check

All Dietitian Nutritionist Program students are required to have a Criminal Record Check completed by the Pennsylvania State Police prior to beginning the program. All students will need to repeat the Criminal Record Check annually during the summer prior to the second and third year of the Dietitian Nutritionist Program.

Child Abuse Clearance

*All Dietitian Nutritionist Program students are required to have child abuse clearance completed prior to beginning the program. All students will need to repeat the Child Abuse Clearance annually during the summer prior to the second and third year of the Dietitian Nutritionist Program.

FBI Background Check

All Dietitian Nutritionist Program students are required to have an FBI Background Check completed prior to beginning the program. All students will need to repeat the FBI Background Check annually during the summer prior to the second and third year of the Dietitian Nutritionist Program.

Transportation Expenses to Professional Work Setting SEL Facilities

Students are responsible for all transportation expenses to their Professional Work Setting SEL facilities during the Dietitian Nutritionist Program. For those students using private automobiles, they must have adequate automobile insurance coverage. Parking rates at the Professional Work Setting SEL facilities are highly variable ranging from free parking to \$22.00* day.

Academy Professional/Student Liability Insurance

Professional Liability Insurance protects you against claims arising from real or alleged errors or omissions in the course of your professional duties. Students participating in profession related volunteer activities not associated with student course requirements can purchase Academy group liability insurance as a benefit of their membership for \$20 or \$24 / year depending on the desired level of coverage at: Student Liability Insurance.

Expenses Immediately Following Graduation

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.

National Registration Examination for Dietitians

Upon successful completion of program requirements (all courses and competencies), 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 ACEND accredited program. Dietitian Nutritionist Program graduates will be eligible to take the National Registration Examination for Dietitians. Following completion of all Dietitian Nutritionist Program 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. The credentialing exam requirements are set by the [Commission on Dietetic Registration](#) (CDR). For additional information on the registration examination, please see the [CDR Website](#).

Licensure

Upon successful completion of the Dietitian Nutritionist Program graduates are eligible to take the CDR national registration examination for Dietitians. Graduates passing the registration exam are eligible for licensure in Pennsylvania by the Board of Nursing. For licensing information please visit instructions for [Licensed Dietitian-Nutritionist \(LDN\) Applicants](#).

It is ACEND's considered opinion that the program is designed to and does meet all state dietetics licensure and certification laws as some states may interpret their statutes differently. More information about state licensure and certification is available at this link: [State Licensure](#)

General Policy and Procedures

The Dietitian Nutritionist Program adheres to university policies and to the School of Health and Rehabilitation Sciences' academic policies and procedures which are presented in the [SHRS Undergraduate, Graduate Student Handbooks](#), and or the [Academic Policies webpage](#). It is the responsibility of the student to review the Student Handbooks and to be familiar with all academic policies.

Nondiscrimination Policy

The Dietitian Nutritionist Program adheres to the [University of Pittsburgh Nondiscrimination Policy](#).

Academic Integrity and Grievance Policy

The Dietitian Nutritionist 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](#).

Academic Advisement & Mentoring

Academic Advisor

A primary academic advisor is assigned to each student in SHRS to assist in planning your program of study in accordance with school, department, and program guidelines. The academic advisor is an expert in navigating academic policies, procedures, and campus resources. The advisor helps with necessary paperwork including, but not limited to, registration information, adding/dropping courses, or withdrawal processes, transfer requests, seeking financial assistance, university-wide services, access to tutorial support and tracking student progress toward degree completion.

The academic advisor is also able to support or make referrals to address student needs related to learning strategies, effective study habits, test-taking strategies and test anxiety, time management, campus involvement in various groups and activities, and other campus resources. The academic advisor is available via email, appointment, or drop-in.

Faculty Mentor

A faculty mentor is assigned to each student upon entry to the program. The faculty mentor meets with the student at the beginning of the term and during each pre-registration period to discuss progress in meeting competencies, overall performance, and future planning. Your faculty mentor will alert you to available advising appointment scheduling at these times. You should prepare by reviewing your performance on formative and summative competencies, review independent study or course options and have questions prepared prior to the meeting. The faculty mentor is also available by appointment, typically not drop-in to discuss any emergent issues, questions, concerns or planning meetings. Contact your faculty mentor by email and request a meeting. Do not hesitate to email again if the first message does not get a reply within two business days.

In addition to guidance from a mentor, students are encouraged to consult with other faculty members in order to benefit from the diversity of faculty interests, research, and experience. You will get to know faculty from the classes you take, from research positions or jobs, and through other meetings or activities at Pitt. Faculty members can serve as future references for you, connect you with future

employers, and/or help you with networking and career planning in your area of study. Students are responsible for seeking out, scheduling, preparing for, and keeping appointments with faculty members.

SHRS Academic Policies

The Dietitian Nutritionist Program adheres to the SHRS policy for diversity, equity and inclusion, academic regulations, academic probation and dismissal, protection and privacy of student information, access to health services, financial aid, social media, COVID-19, and student roles and responsibilities as presented in the [SHRS Student Handbooks](#).

Academic Probation

The Nutrition & Dietetics Programs adhere to the School of Health and Rehabilitation Sciences' academic policies and procedures for academic probation which are presented in the [SHRS Student Handbooks](#).

Resignation from All Courses and the Dietitian Nutritionist Program

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 Dietitian Nutritionist Program must inform their faculty mentor of their resignation, send a letter of resignation to the Dietitian Nutritionist Program Director and the SHRS Office of Student Services in Room 4050 Forbes Tower stating intent and reason for resignation.

Graduation Requirements

Please refer to [SHRS Graduate Student Handbook](#) for specific requirements that must be met to graduate from SHRS. In addition, for your reference, the Statute of Limitations on Allowable Coursework in the [SHRS Graduate Handbook](#) identifies the maximum amount of time allowed for completing program requirements.

Program Policies and Procedures

Professional Conduct

Students are expected to maintain standards of integrity, ethics and professional behavior in educational settings and SEL SEL) facilities. All failure to comply with the standards of professional behavior as outlined below, will result in disciplinary actions.

Academic Integrity

As a requirement of the program, students must complete the University of Pittsburgh's "Academic Integrity Modules" at the beginning of the Fall Term upon entrance to the program. On the Orientation website. After completing the modules and passing the quiz, the student will receive an Acclaim Badge which must be uploaded on the [Canvas SHRS Advisement site](#).

Ethics and Laws

The main principles of the Code of Ethics for the nutrition and dietetics profession are competence and professional development in practice (non-maleficence), integrity in personal and organizational behaviors and practices (autonomy), professionalism (beneficence), and social responsibility for local, regional, national, and global nutrition and well-being (justice). The Code of Ethics applies to all members of the Academy and all CDR credentialed practitioners. Students will adhere to the Academy of Nutrition and Dietetics [Code of Ethics](#) and [Scope of Dietetics Practice Framework](#). Patient and supervised experiential practice site information is to be maintained in strict confidence, in accordance with HIPAA regulations.

Honor Codes

Students will adhere to the University's [Student Code of Conduct](#) and the [SHRS Guidelines on Academic Integrity](#), [SHRS Social Media Policy](#) and the Dietitian Nutritionist Program professionalism requirements .

Student Responsibilities

Guidelines and expectations for successful completion of the Dietitian Nutritionist Program.

It is the student's responsibility to:

- a. Be on time, be prepared, and participate fully in all experiences, classes, activities, and events.
- b. Communicate regularly and appropriately with faculty, preceptors, and other students so expectations, arrangements, and responsibilities are understood and agreed upon.
- c. Follow through on all plans and communicate with faculty, preceptors or other students with questions or issues as soon as they arise.
- d. Be respectful and appreciative of all faculty, guest speakers, preceptors, and colleagues.
- e. Organize your time to promote efficiency to get work done on time while allowing sufficient time for emotional well-being.
- f. Learn to ask for guidance on areas of uncertainty that require clarification and to know when to be self-directed.
- g. Maintain a positive attitude with appropriate civil discourse to stay focused on present tasks and experiences even when the value may not be immediately evident, consider how they fit into the big picture. There is always something to learn.

- h. Self-assess your knowledge prior to beginning any new area of study or engagement, identify areas for further knowledge gathering. Be self-directed and review provided and suggested resources to seek a better understanding.
- i. Understand the expectation to develop (formative) and demonstrate entry-level competence (summative) for all of the ACEND competencies. If competencies are not met the student should be prepared to devote additional time and energy in these areas until competence is met.
- j. It is the student's responsibility to retain membership in the Academy of Nutrition and Dietetics throughout the program.

Standards of Appearance and Dress Code

Purpose

It is essential that the appearance of the DN Program student reflects a professional image. The student is identified as a member of the program and/or clinical or public health facility in which the student is placed and, therefore, must comply with the recommended standards of appearance and dress code. The standards of appearance and dress code of most clinical and public health facilities account for those specified by the Board of Health that inspects these establishments. The Food and Nutrition Services Department of a facility requires the maintenance of strict standards of personal hygiene and cleanliness to prevent the contamination of food and the spread of infection.

These same dress codes and standards will be interpreted and enforced by the DN Program faculty. Any student in violation of the dress code may be excluded from activities and subject to a reduction in the professionalism component of a course grade. Further action may be necessary if recurrent violations occur.

Policy

Dietitian Nutritionist (DN) Program students are expected to always exhibit a positive image when present within or when representing the University of Pittsburgh's School of Health and Rehabilitation Sciences. The program adheres to the SHRS Expectations for Appearance for daily attendance in the classroom. Additional DN Program Standards of Appearance includes, but is not limited to lab classes, program related experiences, shadowing, student presentations and professional meetings.

Additional Standards of Appearance for DN Program Students

Lab Classes

The DN Program student must comply with the standards of appearance outlined by SHRS and labs may require additional or stricter standards of appearance, cleanliness, or safety. Each lab course will provide the written requirements specific to the course.

Student Presentations or Professional Meetings

- Attire
Business attire would include:
Business attire includes dresses or skirts (of appropriate length – no shorter than 2 inches above the knee) or dress slacks or trousers with blouse/shirt and tie/sweater (no jeans or shorts). Shirts should cover the entire midriff and should not show cleavage. No sleeveless shirts may be worn. No shorts may be worn.
- Footwear - Clean, professional shoes should be worn. Shoes should be kept in good condition.

Additional Requirements for Shadowing or Program Related Experience in Clinical, Community or Public Health Sites

- **Identification Tags**
Students must be appropriately identified during supervised experiential practice. They are required to wear the nametag provided identifying them as a University of Pittsburgh student.
- **Attire**
Business casual (as above), in addition, a clean, pressed, white lab coat should be worn over business attire when working in the production areas, patient floors, other service areas and specified program courses.
- **Footwear**
Clean, professional shoes should be worn. Do not wear open-toed or open-heeled shoes, clogs, or sandals. No athletic or cloth shoes should be worn in production areas. Shoes should be kept in good condition. Stockings or socks must be worn at all times.
- **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, food service and patient care areas.
- **Hair**
Hair should be conservative, clean, and neatly groomed. Hair, including facial hair, must be covered with a suitable hair restraint when in the food production or service areas. Hair coloring is at the discretion of the program and clinical site. Hats are not permitted, with the exception of medical, religious, or cultural head coverings.
- **Jewelry/Tattoos**
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. The program reserves the right to decide about whether or not a student's visible tattoo or facial/oral jewelry is appropriate.
- **Miscellaneous**
Attending or participating in any program activity smelling of cigarette/cigar/pipe smoke is not permitted. Avoid strong fragrances such as perfumes or cologne. Be aware that many people are sensitive to fragrances which may cause allergies or headaches.

Reasonable accommodation will be considered on an individual basis. Please contact Dr. Hutcheson, program director, at dhutches@pitt.edu and Dr. Cousins, clinical coordinator, at tcousins@pitt.edu or Professor Passerello, community coordinator at cwp20@pitt.edu.

Communication

Students must always treat classmates, faculty, staff, preceptors, and patients respectfully and avoid using insulting or insensitive language with or about them. Students should default to using last names (Dr., Professor, Ms., Mr., etc.) when conversing with or about preceptors, faculty members, patients, and clients unless otherwise instructed by the individual. Use of offensive language in students'

communications can be hurtful and undermine their efforts to help people in need. Students should not use derogatory language in their written or verbal communications and should use accurate and respectful language in all communications. Students should use appropriate email etiquette in communication with faculty, staff, and any team members at volunteer or SEL sites.

Email Communication

Email is a primary means of communication between the University and Dietitian Nutritionist Program and its students. All students were issued a secure University email account upon enrollment. The program and university reasonably assume that email from this account is from the student who owns the account and is not a forgery or phishing attempt. Therefore, this account is the ONLY email address that the faculty and university will use for communications with students.

- Students should check their email in this account daily (even during breaks and the summer) and make sure that their e-mailbox is not full.
- Failure to check your email or to keep your e-mailbox cleaned out is never an acceptable excuse for missing official communications.
- Students shall use appropriate professional etiquette in all Email communications of a professional nature:
 - Include a salutation / greeting at the top that is professionally appropriate. Do not use the first name of faculty or preceptors unless they have asked you to call them by their first name.
 - Avoid slang, poor grammar, or the use of text messaging jargon (e.g., “y r u txting me?”). Edit, proofread, and use spell/grammar check before hitting “send”. You can set your email for automatic spelling/grammar check. If using Outlook, go to the File=> Options=>Mail => Spelling and Autocorrect to set preferences.
 - Be respectful, at all times. Do not put anything into writing that you would not say in person. Also, consider the possibility that your intended message may be misinterpreted by the reader without the benefit of direct person-to-person verbal and non-verbal inflections.
 - Include a signature that identifies the sender as a Dietetics and Nutrition student and includes a return email address. Please create your signature on all emails to include:
Your first and last name
Dietitian Nutritionist Program
School of Health and Rehabilitation Sciences
University of Pittsburgh | Class of _____
Email address | Phone #
- To create a signature using Outlook, go to File=> Options=> Mail=> Signatures and then type your signature information in the box and click on “OK”.
Optional: Students may use NameCoach to record and share the pronunciation of your name with others in your email signature. The faculty would like students do this to help us pronounce names correctly. NameCoach also gives you the option to specify your personal gender pronouns. If you choose to use this feature, your pronouns will be visible to all students and instructors in your Canvas courses. To get started, visit My Pitt (my.pitt.edu) and search for NameCoach.

- Please include past email exchanges, especially when there are dates, times, etc. noted.
- Read all emails before you send and be mindful of all individuals included on original email prior to responding.
- You may use email to correspond with professors:
 - to set up appointments
 - to alert them to a problem that may cause you to be late or to miss class
 - to clarify an assignment, course content, etc.
- You may not use email correspondence to discuss/debate exams, grades, or assignment outcomes. If you have questions/concerns, regarding these items please set up an appointment to meet with the professor in person.

Class/Activity Attendance

Student attendance in all Dietitian Nutritionist Program courses and activities is required to meet the Future Education Model Graduate Degree Competencies and Performance Indicators 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.

Virtual Attendance

If for any reason a student must attend class in a virtual format (illness related):

- The professor must be notified as early as possible (at a minimum of one-hour) prior to the class session for the student to receive a link to or recording of the class.
- If a link is provided, please log in prior to the start of class. (Availability varies with the class)
- Your camera must be on to be considered “in attendance”. If your camera is not on you are not “in attendance”.

Use Of Electronic Devices During Class and Supervised Experiential Practice

The use of cell phones, tablets, laptops, or other electronic devices is prohibited during class or SEL, unless they are being used specifically for class or SEL related purposes.

- Students who need to have a phone on for emergency purposes should discuss the issue with the instructor or preceptor prior to the beginning of the day’s class or SEL.
- Taking photos or making video or audio recordings of the School of Health and Rehabilitation property, clinical SEL sites, and patients is strictly prohibited without the written consent of the institution and all parties involved.
- No student shall post photos or information about supervised experiential practice on social media platforms or other public forums.
- Electronic transmission of data related to patient specific identifiers is a violation of HIPAA and is subject to disciplinary action, which may include academic sanctions and legal accountability.

Classroom Copyright Notice

All materials (lecture slides, case studies, handouts, guides, or other educational materials) may be protected by copyright. United States copyright law, 17 USC section 101, et seq., in addition to university policy and procedures, prohibit unauthorized duplication or retransmission of course materials. You cannot duplicate, transmit, share on social media, or use course materials for any purpose without the advance written permission of the instructor and/or University.

Recording of Classroom Activities

To ensure the free and open discussion of ideas, students may not record classroom lectures, discussion and/or activities without the advance written permission of the instructor, and any such recording properly approved in advance can be used solely for the student's own private use.

Plan of Study

Purpose

The purpose of the Plan of Study (POS) is to provide documentation of the courses a student will be required to take to fulfill the requirements of the program. The POS is a contract between the program and student for completion of the plan to meet graduation requirements. 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.

Most students who enter the Dietitian Nutritionist Program will take and complete the required courses in the standard sequence presented on the Dietitian Nutritionist Program 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 Dietitian Nutritionist Program with advanced standing; in other cases, it may be the result of unanticipated events such as failing to satisfactorily meet course requirements, competency attainment or withdrawing from a required course once the student is enrolled in the Dietitian Nutritionist Program. Because student progress in completing the curriculum may vary, each student is required to complete, and when necessary, revise, their individualized Plan of Study (POS) with their academic advisor in consultation with their faculty mentor.

Policy

Each student enrolled in SHRS is required to complete an individualized POS which must be submitted to the SHRS Office of Student Services (4050 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 Dietitian Nutritionist Program will complete their POS with the assistance of their academic advisor. Students must complete and submit a POS during their first term of study in the Dietitian Nutritionist Program. The POS must be completed using the SHRS POS Form and must be signed by the student and the student's academic advisor. The student must submit the original copy of their POS to the SHRS Office of Student Services (4050 Forbes Tower), submit a copy to their faculty mentor as well as retain a copy for their personal files. Students POS must be updated on a yearly basis for graduation certification by the SHRS registrar in the student's final semester.

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 academic advisor in consultation with the faculty mentor. The POS must be signed by the student and the student's academic advisor, and appropriate copies must be submitted to the program faculty mentor and the Office of Student Services (4050 Forbes Tower).

Confidentiality of Student Records

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

It is the policy of the Dietitian Nutritionist Program to maintain the confidentiality of student records/files in accordance with federal legislation (FERPA). 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. Dietitian Nutritionist Program student records/files maintained by the department are secured in locked file drawers or password protected digital files. Access to these files is limited to the academic advisor, program faculty and staff as permissible.

Student records, including evaluations of students' performance in supervised experiential practice, which are conducted at the Professional Work Setting supervised experiential practice facilities, are secured in the facility in a locked file or password protected digital file in a locked room.

Student Access to Personal Files in the Department

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

1. The student may submit a verbal or written request to their academic advisor, faculty mentor or Program Director for an appointment to review their record.
2. The responsible person will promptly schedule a mutually convenient time to meet with the student for the purpose of the review.
3. The student's review of the record will take place in the presence of the academic advisor, faculty mentor or Program Director.
4. The student may take notes of any information in the file/record. The 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 Program Director. If the student's correction is not accepted, the 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 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.

Academic Scheduling Policy

The Dietitian Nutritionist Program academic schedules are developed in accordance with the [University's Academic Calendar](#). Students enrolled in the Dietitian Nutritionist Program are required to take classes during the terms as delineated by the program curriculum. Didactic classes that are not associated with supervised experiential practice will not be scheduled on official University holidays and semester breaks. supervised experiential practice classes and hours may be scheduled outside of the [University's Academic Calendar](#).

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 Dietitian Nutritionist Program courses is held during Finals Week on the same date and time that the class is usually held.

Evaluation of the Equivalency of Prior Learning Policy

The Dietitian Nutritionist Program may grant credit for program courses for prior learning on a case-by-case basis. Course(s) submitted for transfer cannot be more than 5-years old. A maximum of 6 credits will be considered for the MS degree. If accepted, the course will be transferred (if from another institution) to meet curriculum requirements for program completion.

Professional Work Setting Supervised Experiential Practice (SEL)

The program will not grant credit for prior experience for Professional Work Setting SEL or any course providing Summative Competencies or SEL hours in a professional work setting. (Table 2: Planned SEL Hours -Semesters 3-6).

Proficiency Examinations

No proficiency exams are available for program required courses.

Procedure

The Dietitian Nutritionist Program is a competency-based education program that requires the attainment of the ACEND Future Education Model Competencies and Performance Indicators for successful completion. The evaluation of the equivalency of prior learning will be based on an assessment of prior learning or competence following the procedures below:

- Students must contact the program director to obtain the Course Plan for the course competencies and performance indicators for the course they are seeking evaluation for the equivalency of prior learning.
- Students must submit to their academic advisor an official transcript demonstrating a B or higher grade for the course, syllabus with objectives, course content outline, and assignment/project descriptions that meet the competencies and objectives of the program course for an equivalency evaluation. Graded examples of performance may be required.
- Evaluation of the equivalency of prior learning will be determined by the course instructor in consultation with the academic advisor and program director.
- The academic advisor will contact the student with the decision and initiate transfer forms.

Preceptor Qualifications

Preceptors are an asset to our students' learning experience thus they are expected to have the core knowledge and expertise in their field of dietetics as evidenced by their having appropriate professional degrees and certifications.

Preceptors should:

- Be engaged and have a desire in mentoring and evaluating their interns
- Show commitment to their own professional learning. Their resumes on file at the University should document that they regularly participate in appropriate professional development

- programs and training
- Have a minimum of 2 years of experience in their field

Student/Preceptor Complaints

Purpose

To ensure that students and preceptors understand their rights to protect complaints and grievances, including ethics complaints.

Policy

The Dietitian Nutritionist Program adheres to the School of Health and Rehabilitation Sciences for grievance procedures which are presented in the SHRS Graduate Student Handbook.

Complaints should be addressed for resolution at each level, in the following order:

- Course instructor
- Faculty advisor/mentor
- Dietitian Nutritionist Program Director
- Department Chair (Department of Sports Medicine and Nutrition)
- Dean of the School of Health and Rehabilitation Sciences
- ACEND

Complaints may be submitted directly to ACEND only after all other options outlined in the SHRS Guidelines have been exhausted. Contact information for ACEND: 120 South Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995, telephone: 1-800-877-1600 x5400, email: ACEND@eatright.org. A chronological record of complaints and resolutions is kept for 5 years.

Program Retention and Remediation

All competency performance indicators are incorporated into the program didactic courses and SEL. Each program course plan will identify the competencies, performance indicators and activities in the course that reflect progression of the student through the stages (knows-shows-does) of competency attainment. All students are expected to review their progress in the performance indicators for competencies in each class. Substandard performance on performance indicators should be discussed with course instructor/preceptor for remediation. In addition, competency progression will be reviewed during advising sessions with your faculty mentor each semester. Program summative competencies will be tracked via the iComp, Inc. program management system. Students and their advisors will have access to their performance and progression through all program summative competencies in the iComp, Inc. program management system.

A score of 80% on a summative competency is required to successfully attain competence. Grading may be noted as a percentage grade, “pass/fail” competency scoring or a “met expectations” on a 9-point scale rubric evaluation. All efforts will be made by preceptors/instructors and faculty mentors to assist, encourage, and support a student to improve their skills, knowledge, and performance to achieve competence. Students are expected to let the instructors/preceptors and faculty mentors know if they are struggling in their course or in their rotation.

Remediation in Didactic Coursework

Any student failing to achieve an 80% on a summative competency will receive remediation. If remediation is required for attainment of 80% competence in a summative competency evaluation, the

student will be provided written feedback from the instructor/preceptor for performance improvement. The student will have two (2) additional opportunities to improve performance to meet the requirement. Any assignment or activity submitted under remediation will not receive a grade change. The activity will be graded in the course at the level commensurate with the quality of work initially submitted. If following reasonable opportunities, the student is unable to pass a competency with 80% proficiency, a remediation action plan will be developed by the student and their course instructor and, if applicable their academic mentor. Following agreement by all parties the action plan will be implemented to improve the student outcome(s). This remediation plan may delay progress through the program.

Remediation in Professional Work Settings

Students will be evaluated at the midpoint of each Professional Work Setting SEL rotation by their primary preceptor and clinical instructor(s). Preceptors are expected to make the student and clinical instructor aware of any issues or concerns as soon as they arise. During the evaluations, goals for continued improvement will be discussed. If a student is in danger of not meeting competencies and failing a rotation, the program's Clinical Coordinator should be made aware by the preceptor as soon as possible and counseling will be provided for the student. Failure to meet expectations by the summative clinical evaluation from the site does not meet minimum acceptable standards for performance. If a student does not pass the summative evaluation, the student must develop a remediation action plan in conjunction with their clinical instructor and the SEL preceptor to improve performance immediately. Their faculty mentor and the program director will be notified of the remediation plan and outcomes. All summative competencies for each rotation must be successfully completed for students to progress through the rotations.

SEL courses must be taken in a planned sequence. A student who does not pass competencies on an evaluation may not progress to the next professional work setting SEL course until the competency pass score is attained. Therefore, remediation may delay progress through the program.

Requirements for Graduation from the Dietitian Nutritionist Program

To qualify for graduation from the Dietitian Nutritionist Program and receive a Verification Statement, students must be in good academic standing and successfully completed all courses and other degree requirements as specified in the curriculum plan for the Dietitian Nutritionist Program (Appendix B), including all the required hours, learning activities and summative competencies in didactic courses, and SEL (Appendix A). All courses in the undergraduate year must be completed with a C- or higher and all courses in the Masters 2 years must be completed with a C or higher.

Competency Attainment for Graduation and Receipt of a Verification Statement

All program students must pass all program required summative competencies with an 80% or higher to graduate with an BS and/or MS degree(s) and receive a Verification Statement. The MS and the Verification Statement are required for eligibility for the Registered Dietitian Examination. If the student, with reasonable accommodation, is unable to meet 80% competence in all ACEND competencies, the student may graduate with an MS degree but not receive a Verification Statement for registered dietitian eligibility.

Degree Requirements

Graduation from the Dietitian Nutritionist Program with an BS/MS or MS only degree requires successful completion of 156 (BS/MS) or 60 (MS) credits, respectively with a grade of C or better as follows:

1. 98 (BS/MS) or 35 (MS) credits of core academic requirements

2. 25 credits of professional work setting SEL

Outside Employment

Students are not prohibited from holding outside employment in the program. However, this employment should not interfere with course attendance or responsibilities. The professional phase of the program (Year 3) requires students to complete SEL at sites outside the University. These activities can be scheduled at any time of day, evening and weekends and frequently change times with little pre-notice. Because of the dynamic nature of the SEL schedule, it will likely interfere with the student's ability to hold outside employment. Students need to make appropriate financial plans prior to Year 3 of the professional phase of the program.

While students are not strictly prohibited from holding outside employment in Year 3 of the DN Program, such employment SHALL NOT interfere with the student's ability to complete their supervised experiential practice. When faced with a choice between a job and assigned supervised experiential practice, supervised experiential practice must be the first priority. Missing scheduled supervised experiential practice may result in program completion delays which will affect the grades, competency completion, and graduation.

Required Preparation for Service Hours, Volunteer or Paid or Unpaid Program Experience

The following activities must be completed by the assigned due date to be eligible to begin the program. No student will be permitted to begin the program without providing proof of all items listed below. The student is responsible for making the appropriate arrangements to complete all the following requirements and is responsible for the payment of all fees associated with the requirements listed below. Information on the estimated cost/fees for the requirements is in "Student Financial Responsibilities" section of this handbook.

Physical Examination

Dietitian Nutritionist Program students are required to have a physical examination, including specific immunizations, completed prior to the start of the third year of the Dietitian Nutritionist program. The initial physical examination must be completed by August 1st of the last semester in the Dietitian Nutritionist Program. 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 SEL. It is also intended to protect the interests of the clinical facilities and the University.

Procedure

The student will receive notice regarding the required physical exam via an information package provided to the student via email during the summer before the beginning of the Fall Term. This is to allow the student sufficient time to plan to have the exam completed and submitted by the due date. This notice will include the physical examination form that the examining physician must complete. This form lists the specific immunizations that are required. The student must submit the completed physical examination form including proof of required immunizations to the Dietitian Nutritionist Program Clinical Coordinator by August 1st of the Year. The student must also retain a copy of the results of the exam if the clinical facility requires it.

Students who have not successfully completed all components of the physical examination are not eligible to begin any practice experience including Professional Work Setting SEL.

Professional Student Liability Insurance

All students are required to have professional liability coverage while they are in the program. The purpose is to provide liability coverage to protect the interests of the student, the clinical facility that provides the SEL, and the University.

Procedure

The student has professional student liability insurance coverage through the SHRS group insurance plan for a 12-month period that covers August to August. There is no cost to the student while they are enrolled in the Dietitian Nutritionist Program.

Criminal Record Check (Act 34)

All students are required to have a Pennsylvania State Police criminal record check completed prior to beginning the Dietitian Nutritionist Program and repeated annually. The purpose of the criminal record check is to protect patients/clients from harm or abuse.

Procedure

During the summer prior to the Fall Term, First Year of the Dietitian Nutritionist Program, an information package will be provided to all students via email that will include details on how to obtain a Criminal Record Check from the Pennsylvania State Police. All students are required to have a Pennsylvania State Police criminal record check completed prior to beginning any experiential learning and **repeated annually**. The purpose of the criminal record check is to protect patients/clients from harm or abuse.

- Fee: \$22.00 by using a credit/debit card.
- Go to internet web-site <https://epatch.state.pa.us>
- Select "Submit a New Record Check". Read and click "Accept" on the "Terms and Conditions..." page, and follow instructions on web page.
- Applicant should fill in their own name and address for the "Record" status request lines.
- If the results are "No Record" you should receive this response immediately. Print out the "Invoice" with a copy of the State seal embedded on the paper.
- If the response is "Request Under Review, or Pending", you must periodically check back with the website until your request is processed. Results of "Record" will be mailed to the applicant and may not be printed.

The student is to submit the completed report (showing results of the criminal record check) to APPROVE by August 1st. The student should also keep photocopies of the report. The 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 assigned experiential learning sites.

Child Abuse History Clearance (Act 33)

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

Procedure

All students are required to have a child abuse clearance completed prior to beginning any experiential learning and **repeated annually**. The purpose of the child abuse clearance is to protect patients/clients from harm or abuse.

The online submission can be completed at: <https://www.compass.state.pa.us/CWIS>

Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately with a cost of \$13.00.

- Applicant Identification: applicant fills in *own* name and address.
- Purpose of Clearance: select “Volunteer Having Contact with Children”

The student must upload a copy of the certificate to APPROVE by August 1st. The student should also keep a copy of the report if an experiential learning site requests a copy. The 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 an experiential learning site.

FBI Criminal History Report (Act 73)

All students are required to have an FBI Criminal History Check completed prior to beginning any SEL and repeated annually. The purpose is to protect patients/clients from harm or abuse.

Procedure

During the summer prior to the Fall Term, First Year, the Clinical Coordinator will provide the students with information via email on how to obtain an FBI Background Check. All students are required to have an FBI Criminal History Check completed prior to beginning any experiential learning and repeated annually. The purpose is to protect patients/clients from harm or abuse. The student must first register online with the IDEMIA System.

Please go to the IDEMIA website at <https://uenroll.identogo.com>. Enter the following service code for DHS volunteers: 1KG6ZJ. After registration, the student must be fingerprinted. The location of the fingerprint sites and the hours of operation for each site are available on the IDEMIA website. There is a \$21.85 processing fee. It should be noted that processing of this report can be lengthy and therefore the student should begin the process by the beginning of June to allow adequate time for processing. When the completed report is returned to the student (showing results of the clearance check), the student is to submit the original report to APPROVE by August 1st. The student must also keep photocopies of the report. The 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 an experiential learning site.

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). The purpose of this policy is to ensure that the student is trained in the proper policies and procedures specified by HIPAA for protecting the privacy of patient medical information.

Procedure

It is the policy of SHRS that all students must receive training and

certification on the Health Insurance Portability & Accountability Act (HIPAA). 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 patient medical information. All students should have already completed this training prior to the first term of the program, and it is good for two years, please complete and submit to APPROVE by August 1st:

<https://cme.hs.pitt.edu/ISER/servlet/teachControllerServlet?actiontotake=loadmodule&moduleid=13907>

The student will need to log in and must complete the following module including all quizzes: *University of Pittsburgh HIPAA Privacy and Security Awareness for Physicians, Mid-Level Providers, Dentists, Staff, and Students working in University of Pittsburgh clinical facilities, all Staff and Faculty working in other HIPAA-covered departments and all Students, Staff and Faculty in the Schools of Health Sciences*

Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting (Act 31)

Protecting children from abuse and neglect in Pennsylvania is a shared responsibility. This course meets Act 31 of 2014 training requirements and the Recognizing Child Abuse and Mandated Reporting components of Act 126 of 2013. All students must complete the Child Abuse Reporting training and certificate during their first term at SHRS.

Procedure

Protecting children from abuse and neglect in Pennsylvania is a shared responsibility. This course meets Act 31 of 2014 training requirements and the Recognizing Child Abuse and Mandated Reporting components of Act 126 of 2013. All students must complete the Child Abuse Reporting training and certificate during their first term at SHRS. The training can be completed on-line by accessing the following website: [Recognizing and Reporting Child Abuse](#). The student will need to create an account and log-in. After successful completion of the course and all quizzes, the student must print two copies of the certificate of completion. **The student is to retain one copy of the certificate for their personal records and the other copy is to be uploaded to APPROVE by August 1st prior to the Fall Term.** This certificate is good for three years, if completed previously, submit your certification from last summer to APPROVE.

CPR Certification and Training

All Dietitian Nutritionist Program students are required to obtain CPR Training and Certification prior to any SEL. The student must maintain current certification during program enrollment.

Procedure

All DN program students are required to obtain CPR Training and Certification prior to any experiential learning experiences. The training should include both adult and infant/child CPR, AED training, and should be for “healthcare providers”. The student must be CPR certified for all terms they are participating in experiential learning. If a student’s CPR certification expires prior to the end of the program, the student will need to re-certify and provide proof of certification to the DN program Clinical Coordinator. It is the student’s responsibility to schedule and obtain the training. Possible sites where the certification can be obtained include American Heart Association programs ([American Heart Association CPR & First Aid](#)) and the Center for Emergency Medicine (<http://www.centerem.org>) in Pittsburgh. **The student must provide proof of certification (photocopy of their CPR card) to APPROVE by August 1st.**

Health Insurance

SHRS policy requires that all SHRS students have health insurance coverage for the period they are enrolled in SEL 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

SHRS policy requires that all SHRS students have health insurance coverage for the period of time they are placed in clinical facilities for experiential learning. The purpose of this policy is to protect the student in the event of injury or illness. The student must maintain coverage for the entire time the student is participating in experiential learning (August – April). The student may be covered by their parent's, spouses, or carry their own policy. (Note: there is a section on the Physical Examination Form that the student must sign to verify that the student has appropriate health insurance coverage).

For those interested, the University has joined with UPMC Health Plan, to provide the UPMC Health Plan for Pitt Students. For information on this insurance plan please go to:

<https://www.hr.pitt.edu/students/medical-coverage>.

Bloodborne Pathogen (BBP) Training

It is the policy of SHRS that all students must receive blood borne pathogen (BBP) training during the second and third year of the program. The purpose of this policy is to ensure that the student receives adequate training concerning biohazards.

Procedure

It is the policy of SHRS that all students participating in experiential learning must receive Bloodborne pathogen (BBP) training and certification **annually**. The purpose of this policy is to ensure that the student receives adequate training concerning biohazards. BBP training can be completed on-line by accessing the following website:

<https://www.upmc.com/healthcare-professionals/education/mandatory-training>. The student should choose the option for Non-UPMC staff members. The student will then complete the "Bloodborne Pathogen Training" module. After successfully completing all quizzes, **the student must upload a copy of the certificate with the student's name on it to APPROVE by August 1st**.

Influenza Vaccine

All students are encouraged to receive the Influenza Vaccination for their SEL such as visiting Children's Hospital and Long-term care rotations. Additionally, many of the primary clinical sites will request that you have received this vaccine. Religious and medical exemptions for the vaccination may be granted based on the religious beliefs or certain medical based reasons. The student needs to upload a document that proves that the vaccine was received or provide documentation validating the contraindication to the vaccine to the Clinical Coordinator by November 30th (or early date as determined by the Clinical Coordinator).

COVID-19 Vaccination Requirements for Supervised Practice/Experiential Learning

The University of Pittsburgh [requires](#) that all affiliates on all campuses be vaccinated against COVID-19 or have an approved exemption. This [policy](#) applies to all faculty, staff, students, and postdocs. This program also requires students to complete clinical education at facilities external to the university. Many SHRS clinical partners require employees, trainees, and students to be compliant with the federal vaccination requirement. This includes providing proof of vaccination or exemption to the

clinical site. Failure to comply with this requirement for clinical partners may preclude the student from completing the clinical requirements of this program. Some of our clinical partners will not permit students to complete clinical rotations without proof of vaccination and will not accept exemptions.

Requirements from the Experiential Learning Facility

Some practice sites may have requirements in addition to those specified above. Examples of such would be drug screening, additional medical testing, attendance at a hospital orientation session, or an interview. The student must comply with any additional requirements to participate in SEL. The Clinical Coordinator will inform the student of these requirements in a timely fashion prior to the beginning of the supervised experiential Professional Work Setting SEL.

Documentation of SEL Tracking

All SEL hours in SEL activities and professional work settings are noted on the Course Plan for each didactic course or supervised SEL rotation, (refer to “Planned SEL (SEL) Experiences”, Table 2). All activity hours will be logged by each student in the iComp, Inc. program management system and verified by the course instructor/preceptor.

Total hours may vary per student with a minimum of 1000 hours required to meet program graduation, ACEND and licensure requirements. The program will not grant credit for prior experience for SEL (SEL) or any course providing Summative Competencies or SEL hours in a professional work setting. ([Refer to: Planned SEL Hours -Semesters 3-6\) Table 2](#)).

Academic and Competency Requirements for Entering Professional Work Setting SEL

Professional Work Setting

Policy:

The Dietitian Nutritionist Program student must have satisfactorily completed all prerequisite courses and competencies and be enrolled in co-requisite courses at the beginning of the Professional Work Setting SEL. 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 Professional Work Setting SEL experiences.

Procedure

The student’s faculty mentor will review the student’s academic record and performance in competency attainment prior to advancement to Professional Work Setting SEL at the completion of Year 2.

Part-Time Students Progression to Professional Work Setting SEL Courses

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

The Professional Work Setting SEL is incorporated into a series of sequential courses beginning with the Fall Term of the Second Year and continuing into program Year 3. The courses are identified on the Dietitian Nutritionist Program curriculum plan ([Appendix B](#)) as: HRS 2631, HRS 2625, HRS 2647: Experiential Practice: Community Nutrition, HRS 2657: Experiential Practice 1, HRS 2654 Practicum in Dietetics 1, HRS 2672: Experiential Practice 2, HRS 2652: Experiential Practice 3; and HRS 2658 Capstone Project 1 and 2674 Capstone Project 2; and HRS 2659 Practicum in Dietetics 2.

Policies and Procedures Specifically Related to Professional Work Setting SEL

Introduction

Professional Work Setting SEL included in the Dietitian Nutritionist Program curriculum are designed to meet the Accreditation Council for Education in Nutrition and Dietetics (ACEND Future Education Model Competencies and Performance Indicators for the RD/RDN ([Appendix A](#))). Included are SEL in clinical dietetics, food service management, and community /public health dietetics practice.

The community/public health nutrition experiences cover a broad spectrum of SEL 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 Professional Work Setting SEL covers the broad spectrum of a food service operation including menu writing, food production, food purchasing, patient food service, etc. In addition to HRS 2657: Experiential Practice 1: Food Service Management rotation, learning activities and experiences in this area, including quality assessment and improvement, are integrated into HRS 2672: Experiential Practice 2: Management in Long-Term Care.

During the clinical dietetics Professional Work Setting SEL, 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 the opportunity to model behaviors and practice skills of the professional SEL preceptors at the SEL 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.

Students will also be provided an opportunity to apply to an individualized 12-week rotation in a specialty practice area. This will provide the student with the opportunity to develop and practice nutrition skills in a specialty area within a pre-approved practice setting under the guidance of a site mentor(s). The student will complete learning activities as specified by their site mentor. The learning experience will enhance skills in this area beyond the entry-level.

Each Professional Work Setting SEL 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. The student must complete all assigned clinical activities for each unit of Professional Work Setting SEL. The number of clinical hours will vary with the individual student’s competence mastery, however, the estimated number of clinical hours to meet performance and learning objectives of the Dietitian Nutritionist Program totals 1206 hours.

Planned SEL Hours

Table 2: Planned SEL (SEL)

Academic Term	Estimated # of hours	
	Professional Work Setting	Alternate Experiences
<u>Semester 1</u> NUTR 1600: Intro to the Profession of Dietetics NUTR 1602: Nutrition Assessment		10 4
<u>Semester 2</u> NUTR 1613: Food Applications Lab NUTR 1604: Food Service Management NUTR 1605: Nutrition Education		24 8 10
<u>Semester 3</u> HRS 2631: Nutrition Focused Physical Exam Lab HRS 2635: Professional Development		20 1
<u>Semester 4</u> HRS 2625: Advanced Nutrition Counseling Lab HRS 2646: Introduction to Functional Nutrition		12 21
<u>Semester 5</u> HRS 2657: Experiential Practice 1 HRS 2647: Experiential Practice Community/Public Health HRS 2654: Practicum in Dietetics 1	448 120	12
<u>Semester 6</u> HRS 2674: Capstone Project HRS 2671: Experiential Practice 2 HRS 2652: Experiential Practice 3 HRS 2656: Practicum in Dietetics 2	368 120	8 12
Total	1056 hours	86-142 hours
Sum of Hours for Each Category	Total Column A	Total Column B
Total Planned Hours		
Sum of hours in professional work setting and alternate SEL experiences (Total Sum of Columns A and B in Table 1) *		1126-1162- hours

*Individual student hours may vary based on time to attain competence.

The Dietitian Nutritionist Program student’s completion of the learning activities and competencies for each unit and the related clinical hours must be documented and verified by the SEL site preceptor and the Dietitian Nutritionist Program Clinical Instructor. This documentation is then reviewed by the Dietitian Nutritionist Program Director before the student sends verification to Commission on Dietetic Registration (CDR) that the student is eligible to take the National Registration Examination for Dietitians.

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

Academic and Competency Requirements

Policy

The Dietitian Nutritionist Program student must have satisfactorily completed all prerequisite courses and competencies, and be enrolled in co-requisite courses at the beginning of the Professional Work Setting SEL. 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 SEL experiences.

Procedure

The student's faculty mentor will review the student's academic record and performance in competency attainment prior to advancement to Professional Work Setting SEL at the completion of Year 2.

Required Preparation for Professional Work Setting SEL

The following activities must be completed by the assigned due date to be eligible to begin Professional Work Setting SEL. No student will be permitted to begin Professional Work Setting SEL without providing proof of all items listed below. The student is accountable for any missed supervised experiential practice experiences due to a delay in beginning Professional Work Setting SEL and is required to make up the missed learning activities/related clinical hours and competency attainment in compliance with the Dietitian Nutritionist Program policies and procedures.

The student is responsible for making the appropriate arrangements to complete all 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 "Student Financial Responsibilities" of this handbook.

Please refer to "Required Preparation for Service Hours, Volunteer or Paid Unpaid Program SEL" for all policies and procedures for the following requirements.

Physical Examination

Professional Student Liability Insurance

Criminal Record Check

Child Abuse Clearance

FBI Background Check

CPR Certification and Training

Health Insurance

Bloodborne Pathogen (BBP) Training

HIPAA Training and Certification

Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online

Influenza Vaccine

Requirements from the Clinical Facility

Supervised Professional Work Setting SEL Assignments

Professional Work Setting SEL Sites

Dietitian Nutritionist Program student placement for Professional Work Setting SEL is arranged by the Dietitian Nutritionist Program Clinical Coordinator in compliance with SHRS and Dietitian Nutritionist Program policies and procedures. Dietitian Nutritionist Program 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 (SHRS).

Purpose

The purpose is to protect the interests of the student, the clinical facility, and the University. Facilities are selected as Professional Work Setting SEL 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 SEL 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

The Dietitian Nutritionist Program student will be assigned to a facility which will serve as their primary Professional Work Setting SEL site for Food Service Management/Clinical/Specialty Rotation - HRS 2648, HRS 2651, and HRS 2652. They will also be assigned to a primary Professional Work Setting SEL site for HRS 2647 Community/Public Health.

Table 3: Professional Work Setting Facilities

Food Service Management/Clinical	Community/Public Health
Allegheny General Hospital	Adagio Health WIC
Allegheny Valley Hospital	Adagio Health Power Up
Canonsburg Hospital	Adagio Health PSE Coordinator
Jefferson Hospital	Allegheny Health Network Healthy Food Center
Magee-Women’s Hospital of UPMC	Fern Hollow Nature Center
St. Clair Hospital	Homewood Community Engagement Center
Trinity Health	Jewish Community Center
UPMC East	Magee-Women’s Hospital of UPMC
UPMC Jameson	Phipps Conservatory
UPMC McKeesport	
UPMC Mercy	
UPMC Passavant	
UPMC Presbyterian	
UPMC St. Margaret	
UPMC Shadyside	
Veteran’s Affairs Pittsburgh Healthcare System	
Southwestern Veteran’s Center of Pittsburgh	
West Penn Hospital	

*Note: Professional Work Setting SEL sites are subject to change on a yearly basis.

The number of students assigned to a facility at a given time is determined by the facility’s SEL supervisor and the Dietitian Nutritionist Program Clinical Coordinator.

Assigning the Student to a Primary SEL Site

Procedure

Students will be assigned primary clinical facilities by the Dietitian Nutritionist Program Clinical Coordinator and Director. The SEL site placements are arranged by the Clinical Coordinators to place students in affiliated sites best suited to the student’s professional development. While assigning

primary placement sites, our program may take student preferences and several other factors into consideration, placement is not made based on these preferences. The Dietitian Nutritionist Program Director or Clinical Coordinator reserves the right to reassign a student to a different clinical facility or specialty rotation to best serve the learning environment for the student(s).

Assigning the Student to Additional SEL Sites

The student will be assigned by the Dietitian Nutritionist Program Clinical or Community Coordinator or course instructor to SEL sites that have a current Contractual Agreement with SHRS for specific short-term rotations or assignments, as appropriate. Included are long-term care facilities, community agencies, specialty clinics, independent study sites, etc.

Procedure

During HRS 2648: Supervised Experiential Practice 1 and HRS 2651 Supervised Experiential Practice 2, the student may be assigned to facilities other than their primary Professional Work Setting SEL 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 Professional Work Setting SEL assignment by their Dietitian Nutritionist Program Clinical Instructor/Coordinators and provided with all information required prior to the clinical rotation.

For HRS 2647: Supervised Experiential Practice: Community Nutrition, the student will be assigned to a number of a few community agencies and/or facilities for specific, planned community learning activities throughout the course by the course instructor.

Student Status in the Professional Work Setting SEL Facility – Policy on Replacement of Employees Policy

The status of the student in the SEL facility is that of a student/learner. The student shall not replace employees, except as planned to demonstrate competence in completion of planned SEL. The student 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 to provide the student 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 SEL preceptors and an investment of resources by the facility.

Safety and Reporting Safety Issues

Individuals have a professional and personal responsibility to put the safety and well-being of themselves and others as a priority. Prior to your SEL, review organizational safety policies to become familiar with procedures to protect you and others from harm. Each site may have policies in addition to those of regulatory agencies.

Students are responsible for:

- adhering to all University, departmental or site-specific safety policies and procedures and comply with safety directives issued by their individual supervisors.
- complying with the applicable provisions of health and safety standards and regulations issued by regulatory agencies

- attending and completing required training
- identifying and reporting safety concerns

Reporting Safety Issues

- Dealing with safety issues through the supervisory chain of command is the preferred method.
- Individuals with specific safety questions or concerns are encouraged to report/discuss them with their immediate site supervisor.
- When this approach is unsuccessful in resolving a safety issue, contact your clinical instructor. your Clinical Instructor will, upon request, contact your site supervisor for a thorough investigation and resolution of a concern.

Transportation to Clinical Facilities

The required travel to volunteer and experiential learning sites during all years of the Dietitian Nutritionist Program is the responsibility of the student. Students are required to have access to a car during supervised experiential practice as driving to sites may be required, no exceptions will be made. Many sites are not 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/>.

Liability for Safety in Travel

Students using their own private automobiles for travel to SEL 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. In the event that the student's car becomes disabled or involved in an accident during supervised practice, they should look to their personal safety first. The student should arrange for their car and/or transportation, as needed. As soon as practical, contact the site supervisor and either the Dietitian Nutritionist Program director or clinical instructor.

Meals While at a Clinical Facility

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

Schedule for Professional Work Setting SEL

The schedule for each of the SEL courses and supervised experiential practice follows the University Academic Calendar. The SEL courses are scheduled in the Fall and Spring Terms of the Dietitian Nutritionist Program.

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

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

Fall Term, Third Year

Scheduled Days & Times: HRS 2647: Supervised Experiential Practice: Community Nutrition for HRS 2647: Supervised Experiential Practice: Community Nutrition, the student will be required to spend a minimum of 120 hours completing SEL activities. The clinical conference for HRS 2647 and many of the SEL courses will take place on each Monday of the Fall Term. In addition, the student is also required to complete special project hours outside of scheduled class time. Scheduled times for community SEL will vary depending upon the specific community rotations. The specific dates and times will be included in the course syllabus.

Scheduled Days & Times: HRS 2648: Supervised Experiential Practice 1: FSM

The student is required to spend 4 eight-hour days: Tuesday - Friday - over a period of 4 weeks involved in completing planned Professional Work Setting SEL. The student will be at their SEL 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 & Times: HRS 2648: Experiential Practice 1: Clinical

The student is required to spend 4, eight-hour days: Tuesday- Friday over the period of 10 weeks involved in completing planned Professional Work Setting SEL. The student will be at their SEL facility from 8:00-4:30pm (or hours as specified by the clinical facility). This translates into 32 hours per week over a 10-week period and a total of 320 clinical hours for the course.

HRS 2654: Practicum in Dietetics 1

This self-guided course prepares students for their planned, supervised experiential practicums completed at an assigned clinical facility. Online teaching approaches include quizzes, lectures, group discussions, student presentations, and problem-based learning through case studies. Active participation in the online components is a requirement of the course. This course includes planned SEL (SEL) hours. Each student is expected record their hours in our CBE portal.

The weekly courses, HRS 2654 in the fall semester and HRS 2659 in the spring semester, prepare students for their planned, experiential supervised practicums completed at an assigned clinical facility. This weekly course prepares students for their planned, experiential practicums completed at an assigned clinical facility. Online teaching approaches include lectures/presentations, group discussions, student presentations, and problem-based learning through case studies. Course exercises simulate experiential practice assignments and provide opportunity for students to apply didactic content to the practice of food service management and the nutrition care process used in patient care. During group discussions students report on events and share experiences in order to broaden the class's perspective on dietetics practice in the acute care setting. Active participation in the online components is a requirement of the course.

Spring Term, Third Year

Scheduled Days & Times: HRS 2651: Supervised Experiential Practice 2

The student is required to spend 4 eight-hour days: Tuesday - Friday- over a period of 9 weeks involved in completing planned Professional Work Setting SEL. The student will be at their SEL 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. In this rotation the student is required to spend 10 eight-hour days- Monday through Friday- over a period of 2 weeks involved in completing planned

SEL activities at a long-term care facility. The student will be at the Professional Work Setting SEL facility from 8:00 a.m. – 4:30 p.m. (or as specified by clinical facility). This translates into a total of 80 clinical hours for the course.

Scheduled Days & Times: HRS 2652 Supervised Experiential Practice 3

HRS 2651 will begin after the completion of HRS 2652 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 SEL in management of nutrition care (staff relief). The student will be at their Professional Work Setting SEL 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.

HRS 2659: Practicum in Dietetics 2.

This self-guided course prepares students for their planned, supervised experiential practicums completed at an assigned clinical facility. Online teaching approaches include quizzes, lectures, group discussions, student presentations, and problem-based learning through case studies. Active participation in the online components is a requirement of the course. This course includes planned SEL (SEL) hours. Each student is expected record their hours in our CBE portal.

The weekly courses, HRS 2654 in the fall semester and HRS 2659 in the spring semester, prepare students for their planned, experiential supervised practicums completed at an assigned clinical facility. This weekly course prepares students for their planned, experiential practicums completed at an assigned clinical facility. Online teaching approaches include lectures/presentations, group discussions, student presentations, and problem-based learning through case studies. Course exercises simulate experiential practice assignments and provide opportunity for students to apply didactic content to the practice of food service management and the nutrition care process used in patient care. During group discussions students report on events and share experiences in order to broaden the class's perspective on dietetics practice in the acute care setting. Active participation in the online components is a requirement of the course.

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 their 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.

Attendance

Student attendance and participation in all planned Professional Work Setting SEL is mandatory. The student is accountable for all material covered in SEL. It is expected that the student will complete the assigned SEL activities as responsibly as they would complete professional work activities.

Procedure

The student is responsible for knowing the dates and times for all SEL. These are listed on the course outline/syllabus as well in each supervised experiential practice manual.

In general, the student is responsible for:

- verifying the date and starting and ending times of SEL if there is question about possible variation from the routine schedule with the Dietitian Nutritionist

- Program Clinical Instructor and/or the SEL supervisor to whom the student is assigned.
- reporting to the SEL preceptor to whom they are assigned promptly at the scheduled time and adhere to the established schedule.
- be prepared to begin the planned SEL activities, and/or assignments immediately upon reporting to the SEL preceptor

Make-up Time for Missed Professional Work Setting SEL

Students are required to complete all planned learning experiences included in the SEL courses and the number of hours specified for each of the individual unit learning experiences. All student absences from scheduled Professional Work Setting SEL, 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 SEL supervisor and by the Dietitian Nutritionist Program Clinical Instructor. The appropriate documentation (described below) must be completed when time is missed from Professional Work Setting SEL.

Procedures

Unplanned Absences or Delay in Reporting to SEL Site

In the event of an illness or a personal emergency occurring on a day the student is scheduled for Professional Work Setting SEL that will result in the student's absence from or delay in reporting to their supervised experiential practice facility, the student must call both:

- their SEL supervisor at the clinical site at least 30 minutes before the time the student is scheduled to begin at the clinical facility; and
- their Dietitian Nutritionist Program Clinical Instructor at least 30 minutes before the time the student is scheduled to begin at the clinical facility. Unless otherwise directed by the Dietitian Nutritionist Program Clinical Instructor, the student should call the faculty member's office number and leave a message on the voice mail.
- The student is to give the reason for the absence and the expected time/day they will return to the facility for scheduled SEL.
- Upon arrival/return to the supervised experiential practice facility, it is the student's responsibility for initiating and completing a plan for making up the time missed.
- The make-up of time missed from SEL and documentation of make-up time must follow the procedures described below in sections 4 and 5.

Illness or Injury

Upon becoming ill or injured at the SEL site, the student should report their illness/injury immediately to their supervised experiential practice preceptor. 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 experiential practice site should be followed. The student must also call their Dietitian Nutritionist Program Clinical Instructor to report the illness/injury.

Upon return to the SEL facility, it is the student's responsibility for initiating and completing a plan for making up the time missed. The make-up of time missed from Professional Work Setting SEL and documentation of make-up time must follow the procedures described below in sections 4 and 5.

Planned Absences or Delay in Reporting for Scheduled SEL

Planned absences (for appropriate reasons) may be arranged upon prior approval of the Dietitian Nutritionist Program Clinical Instructor. The student must inform the Dietitian Nutritionist Program Clinical Instructor of the request for planned absence at least one week prior.

If the absence has been approved by the Dietitian Nutritionist Program Clinical Instructor, the student will inform the SEL Supervisor at the site. The make-up of time missed from Professional Work Setting SEL and documentation of make-up time must follow the procedures described below in sections 4 and 5.

Time for Making-Up SEL

The make-up of missed SEL must be scheduled on the student's own time and must consider the following:

- 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.
- the make-up of missed Professional Work Setting SEL must be scheduled at a time when the SEL 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.)
- make-up time cannot be scheduled at times the student is expected to be attending other scheduled courses.
- make-up time may be scheduled during official University holidays and/or breaks upon prior approval of the SEL preceptor responsible for supervising the learning experience and the Dietitian Nutritionist Program Clinical Instructor.
- 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.
- for the student to receive a passing grade for the course and progress to the next supervised experiential practice course, all make-up time and learning experiences must be completed prior to the end of the term.
- in the event that a student is absent for 9 days, consecutive or nonconsecutive, (72 hours of Professional Work Setting SEL) 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 experiential practice courses and delay the year of graduation.

Required Documentation for Making-Up Time Missed (Planned or Unplanned)

It is the student's responsibility for initiating and completing a plan for making up the time missed immediately upon returning to the SEL facility. 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 Dietitian Nutritionist Program Clinical Instructor and a copy must be

submitted to the SEL supervisor. The student should also retain a copy for their files.

- The student's plan for completing the planned learning activities and the required clinical hours for the experience(s) must be approved by the SEL supervisor and the Dietitian Nutritionist Program Clinical Instructor.
- 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 experiential learning supervisor and the student.

Assessment of Student Performance

The student will receive formal assessment/evaluation of their performance and progress during each supervised experiential practice course. This assessment will be provided by both the SEL preceptor and the Dietitian Nutritionist Program Clinical Instructor or course instructor.

Policy

Failure to pass competencies on a midpoint or summative clinical evaluation from the site does not meet minimum acceptable standard for performance in Professional Work Setting SEL. If a student fails one of these evaluations, the student must develop an action plan in conjunction with the University Clinical Instructor and the SEL Supervisor to improve performance immediately.

To identify academic and performance difficulties early in the internship, an intern's performance monitored throughout through preceptor evaluations, performance standards, minimum expectation benchmarks and clinical instructor evaluations; when appropriate remedial support is offered by the program's Clinical Coordinator and/or intern is counseled about other opportunities. A grade of a "B-", (80%) or higher is required to successfully pass supervised experiential practice courses. Students who do not achieve a "B-" in the course cannot progress to subsequent supervised experiential practice courses.

Procedure

The student will be evaluated on their ability to complete required learning activities, performance, and written assignments by their SEL preceptor at the end of each course. The student will also be evaluated on time management, communication skills, preparation for Professional Work Setting SEL, 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 experiential practice course. This evaluation will reflect the SEL preceptor's overall assessment of the student's performance in this unit of study.

- The SEL preceptor will review the evaluation with the student prior to submitting it to the Dietitian Nutritionist Program Clinical Instructor for a grade.
- The Dietitian Nutritionist Program Clinical Instructor or course instructor will also evaluate the student's performance and progress in Professional Work Setting SEL. Formal written assignments will be evaluated based on criteria listed on each corresponding evaluation form. At the end of each course, the Dietitian Nutritionist Program Clinical Instructor will provide the student with a summative evaluation/rubric of their ability to complete SEL activities and assignments, professionalism, and compliance to policies and procedures for Professional Work Setting SEL. This evaluation/rubric will be reviewed with the student during a scheduled conference.

- A grade of a “B-”, (80%) or higher is required to successfully pass the course. Students who do not achieve a “B-” in the course cannot progress to subsequent Professional Work Setting SEL courses. A grade below 80% on a midpoint or summative clinical evaluation/rubric from the site does not meet minimum acceptable standard for performance in SEL. If a student earns below 80% on one of these evaluations, the student must develop an action plan in conjunction with the University Clinical Instructor and the SEL preceptor to improve performance immediately. Professional Work Setting SEL courses must be taken in a planned sequence, therefore a student who earns below 80% on an evaluation/rubric may not progress to the next supervised experiential practice course until the action plan and competency of above 80% is attained.
- A copy of all evaluation/rubric’s forms will be provided in the student’s supervised experiential practice manual for the course. The student is advised to review evaluations /rubrics forms at the beginning of each course.

Student Withdrawal or Removal from SEL Site

Students who withdraw or are removed for professionalism, *course* or competence deficiencies will not be re-assigned to another placement during the semester. *All instances of removal from sites will be evaluated on an individual basis and delay in program progression or dismissal from the program may result.*

APPENDICES

Appendix A

ACEND Core Knowledge and Competencies and Performance Indicators for the RDN

The entry-level dietitian must possess the knowledge, skills, attitudes, and values to proceed to the achievement of the core competencies. Completion of the core competencies by 100% of all students identify the performance level expected upon completion of the supervised experiential practice program.

Core knowledge is the recall or recognition of specific facts, procedural patterns, and concepts that serve in the development of intellectual abilities and skills. Competencies are specific knowledge, skills, values, and behaviors required for effective performance as a practitioner. To successfully achieve the core knowledge, skills and competencies, graduates must demonstrate the ability to communicate and collaborate, solve problems, and apply critical thinking and clinical reasoning skills in a practice setting.

The implementation of a competency-based education program includes consideration of the competencies and assessment methods at the course level. The competencies and associated performance indicators and learning activities are identified at both the formative and summative levels for which the student will be expected to demonstrate the competency (knows, shows or does). The curriculum plan for each course gives the minimum level for each competency and performance indicator and level that must be met for meeting each competency.

The competencies and performance indicators are divided into units that must be met by all students to be issued a Verification Statement for eligibility for the RDN examination. The Competencies and Performance Indicators are met through coursework in each course in the Dietitian Nutritionist curriculum building sequentially from the formative levels of knowledge (knows), and demonstration (shows) to the summative level of application in a practice setting (does). Each ACEND accredited program develops their own curriculum plan (courses that house the performance indicators and activities) to meet the competencies. The Dietitian Nutritionist Program has identified the performance indicators and level of competency attainment that must be met by students in each course plan. Course plans are provided at the beginning of the course as an attachment to the syllabus. Students can track their development from formative to summative competency attainment through each course by successful completion of the activity attached to the performance indicator for a competency.

The following list is a complete list of all of the competencies that must be met for entry-level practice by students in the programs accredited under the Future Education Model Graduate Degree Program Standards (Appendix A).

Future Education Model Graduate Degree
Competencies and Performance Indicators

(K=Knows, S=Shows, D=Does)

Unit 1: Foundational Knowledge Applies foundational sciences to food and nutrition knowledge to meet the needs of individuals, groups, and organizations.	
Competencies	Example Performance Indicators
1.1 Applies an understanding of environmental, molecular factors (e.g., genes, proteins, metabolites) and food in the development and management of disease. (S)	1.1.1 Analyzes the usefulness and limitations of epidemiological, clinical and other study designs and identifies trends in diet and disease. (S) 1.1.2 Demonstrates general understanding of nutrition and genetics, as it relates to health conditions. (K) 1.1.3 Communicates epidemiological evidence related to the relationship between diet and the development of disease. (S) 1.1.4 Demonstrates an understanding of research techniques and processes used to study the relationship between molecules (e.g., genes, proteins, metabolites) and microbes with disease states. (K) 1.1.5 Identifies the influence of food consumption on the development of diseases. (K)
1.2 Applies an understanding of anatomy, physiology, and biochemistry. (S)	1.2.1 Analyzes the impact of food and nutrition on physiological processes. (S) 1.2.2 Integrates knowledge of anatomy, physiology, and biochemistry to make decisions related to nutrition care. (S)
1.3 Applies knowledge of microbiology and food safety. (S)	1.3.1 Applies food safety principles of microbiological food spoilage and strategies for controlling microbial growth. (S) 1.3.2 Implements key principles and practices to make foods safe for consumption at all stages during the flow of food. (S)
1.4 Integrates knowledge of chemistry and food science as it pertains to food and nutrition product development and when making modifications to food. (S)	1.4.1 Analyzes the role of fundamental chemistry and organic chemistry principles on food, human health and metabolism. (S) 1.4.2 Integrates nutritional biochemistry knowledge to make informed food and nutrition decisions for optimal health. (S) 1.4.3 Evaluates the chemical nature and composition of food-on-food quality, acceptability and compatibility. (S)

1.5 Applies knowledge of pathophysiology and nutritional biochemistry to physiology, health and disease. (S)	<p>1.5.1 Examines nutritional biochemical indicators specific to the disease process. (K)</p> <p>1.5.2 Interprets and analyzes the effect of diet, fluids, electrolytes and nutritional status on the development and progress of the disease process. (S)</p> <p>1.5.3 Interprets and analyzes the effects of disease, clinical condition and treatment on nutritional health status. (S)</p> <p>1.5.4 Analyzes the correlation between mental health conditions and nutritional health. (S)</p>
1.6 Applies knowledge of social, psychological and environmental aspects of eating and food. (S)	<p>1.6.1 Formulates food and nutrition services considering psychological and social factors to meet the needs of individuals, communities and populations. (S)</p> <p>1.6.2 Articulates the impact of nutritional health on psychiatric disorders. (S)</p> <p>1.6.3 Integrates knowledge of maximizing sustainability, food and water waste, reusable/ biodegradable items, local and global produce sourcing and access to food. (S)</p> <p>1.6.4 Analyzes the environmental factors affecting access to services and/or adequate nutrition. (S)</p>

Unit 1: Foundational Knowledge (cont.)	
Competencies	Example Performance Indicators
1.7 Integrates the principles of cultural competence within own practice and when directing services. (D)	<p>1.7.1 Demonstrates knowledge of the cultural competence models. (K)</p> <p>1.7.2 Applies knowledge of foods, cultural foods, eating patterns and food trends. (S)</p> <p>1.7.3 Identifies challenges that arise when different cultures, values, beliefs and experiences exist between clients/patients and nutrition and dietetics professionals. (S)</p> <p>1.7.4 Identifies and implements strategies to address cultural biases and differences. (D)</p> <p>1.7.5 Applies culturally sensitive approaches and communication skills. (D)</p> <p>1.7.6 Develops awareness of one’s personal beliefs, values and biases to better serve clients/patients of different cultures and backgrounds. (S)</p>
1.8 Applies knowledge of pharmacology to recommend, prescribe and administer medical nutrition therapy. (S)	<p>1.8.1 Identifies the classifications of nutraceutical pharmacological agents and the action of the body. (K)</p> <p>1.8.2 Demonstrates understanding of pharmacokinetics, absorption, clearance, drug metabolism, latency period, drug and supplement metabolism, accumulation, half-life, and routes of administration. (S)</p> <p>1.8.3 Identifies potential drug and food interactions based on physiological responses to pharmacological agents and takes appropriate actions. (S)</p>
1.9 Applies an understanding of the impact of complementary and integrative nutrition on drugs, disease, health	<p>1.9.1 Critically evaluates evidence-based literature to inform decisions about use of complementary and integrative nutrition. (S)</p> <p>1.9.2 Applies an understanding of the impact of complementary and integrative nutrition on drugs, food, disease states and wellness. (S)</p> <p>1.9.3 Identifies indications, use and contraindications of complimentary and integrative nutrition. (K)</p>

and wellness. (S)	
1.10 Applies knowledge of math and statistics. (S)	<p>1.10.1 Chooses appropriate statistical methods, performs statistical analysis and interprets results in various data analysis situations. (S)</p> <p>1.10.2 Communicates information on statistical methods, results and interpretation, both orally and in writing. (S)</p> <p>1.10.3 Applies math skills to perform food and nutrition calculations. (S)</p>
1.11 Applies knowledge of medical terminology when communicating with individuals, groups and other health professionals. (D)	<p>1.11.1 Interprets and communicates medical terminology to non-health professional audiences. (D)</p> <p>1.11.2 Uses acceptable medical abbreviations and appropriate medical terminology in all forms of communication. (D)</p>
1.12 Demonstrates knowledge of and is able to manage food preparation techniques. (D)	<p>1.12.1 Demonstrates understanding of safe work habits and safety hazards and employs preventive safety measures. (K)</p> <p>1.12.2 Converts recipes and ingredients based on client/patient's preferences or dietary needs. (D)</p> <p>1.12.3 Develops recipes and menus and increases or decreases quantities served from the recipe. (D)</p> <p>1.12.4 Evaluates recipes using sensory evaluation methods. (D)</p>

Unit1: Foundational Knowledge (cont.)	
Competencies	Example Performance Indicators
1.13 Demonstrates computer skills and uses nutrition informatics in the decision-making process. (D)	<p>1.13.1 Analyzes appropriate data in electronic format to make best decisions related to nutrition and diet. (S)</p> <p>1.13.2 Evaluates accuracy and reliability when accessing and evaluating nutrition information in electronic format. (S)</p> <p>1.13.3 Operates nutrition informatics systems in practice. (D)</p> <p>1.13.4 Uses electronic databases to obtain nutrition information and evaluate credible sources in decision making. (D)</p> <p>1.13.5 Uses technology and informatics skills proficiently to aggregate data and enhance practice and client/patient care. (D)</p>
1.14 Integrates knowledge of nutrition and physical activity in the provision of nutrition care across the life	<p>1.14.1 Evaluates, integrates and communicates nutritional requirements across the life cycle. (D)</p> <p>1.14.2 Identifies nutritional risk factors across the life cycle. (D)</p> <p>1.14.3 Teaches the benefits of physical activity across the life cycle to individuals, groups and populations. (D)</p> <p>1.14.4 Explains and takes into consideration how nutrients, nutritional supplements and hydration influence physical activity and wellness. (K)</p>

cycle. (D)	
1.15 Applies knowledge of nutritional health promotion and disease prevention for individuals, groups and populations. (S)	<p>1.15.1 Recognizes and communicates the cause of disease and nutrition risks. (K)</p> <p>1.15.2 Identifies, prioritizes and implements health risk reduction strategies for individuals, groups and populations. (S)</p> <p>1.15.3 Examines the influence of the determinants of health on health and wellness.(S)</p> <p>1.15.4 Designs food and nutrition activities for various audiences considering factors relevant to individuals, groups and communities. (S)</p> <p>1.15.5 Applies behavior change theories for nutritional health promotion and disease prevention. (S)</p>
1.16 Gains a foundational knowledge on public and global health issues and nutritional needs. (K)	<p>1.16.1 Examines the trends and current issues that impact public and global health from existing, new and reemerging diseases that spread through immigration, travel and global trade. (K)</p> <p>1.16.2 Examines the impact of global food supply and sustainability and related factors. (K)</p> <p>1.16.3 Examines how globalizing processes impact nutrition, nutrition education and nutrition related diseases in developing countries. (K)</p>

<p>Unit 2: Client/Patient Services</p> <p>Applies and integrates client/patient-centered principles and competent nutrition and dietetics practice to ensure positive outcomes.</p>	
Competencies	Example Performance Indicators
2.1 Applies a framework to assess, develop, implement and evaluate products, programs and services. (D)	<p>2.1.1 Conducts or coordinates an assessment of the environment, competitive landscape and stakeholder opinions to identify and evaluate data needed to make decisions regarding nutritional products, programs and services. (D)</p> <p>2.1.2 Designs nutritional products, programs or services that promote consumer nutritional health, dimensions of wellness and lifestyle management. (D)</p> <p>2.1.3 Creates a work plan or project plan to implement nutritional programs and services or launch products. (D)</p> <p>2.1.4 Conducts an evaluation of a product, program or service by analyzing reasons for variance from expected outcomes and implements new strategies as appropriate. (D)</p>
2.2 Selects, develops and/or implements nutritional screening tools for individuals, groups or populations. (D)	<p>2.2.1 Considers all client/patient factors when selecting, developing nutrition screening tools. (D)</p> <p>2.2.2 Evaluates the validity and reliability of the nutrition screening tools and modifies based on current evidence-informed practice. (S)</p> <p>2.2.3 Leads the implementation of nutrition screening tools in collaboration with other health professionals. (D)</p> <p>2.2.4 Prioritizes care based on results of screening considering complexity of care needs. (D)</p>

<p>2.3 Utilizes the nutrition care process with individuals, groups or populations in a variety of practice settings. (D) 2.3 (cont.)</p>	<p><u>Nutrition Assessment</u></p> <p>2.3.1 Selects and implements nutrition assessment tools for individuals, groups or populations. (D)</p> <p>2.3.2 Interviews client/patient to collect subjective information considering the determinants of health. (D)</p> <p>2.3.3 Conducts a nutrition focused physical exam. (D)</p> <p>2.3.4 Takes a food and nutrition related medical history. (D)</p> <p>2.3.5 Assesses physical activity and history of physical activity. (D)</p> <p>2.3.6 Collects, assesses and interprets anthropometric measures and body composition.</p> <p>2.3.7 Orders, collects and interprets biochemical tests. (D)</p> <p>2.3.8 Analyzes diagnostic test results relevant to nutrition (e.g. diagnostic imaging related to fluoroscopy, swallowing evaluation, enteral feeding tube placement). (D)</p> <p>2.3.9 Identifies signs and symptoms of nutrient deficiencies or excesses. (D)</p> <p>2.3.10 Determines barriers that might influence a client/patient's nutritional status. (D)</p> <p>2.3.11 Determines accuracy and currency of nutrition assessment data. (D)</p> <p>2.3.12 Identifies patient appropriate validated formula and performs calculations to determine nutritional requirements. (D)</p> <p><u>Diagnosis</u></p> <p>2.3.13 Analyzes and synthesizes nutrition assessment data to inform nutrition diagnosis(es) and nutritional plan of care. (D)</p> <p>2.3.14 Devises PES (problem, etiology and sign symptom) statement and outlines reasons for professional opinion cause and contributing factors. (D)</p> <p>2.3.15 Prioritizes the nutrition diagnosis(es). (D)</p> <p><u>Intervention</u></p> <p>2.3.16 Develops an individualized plan of care that addresses nutritional care needs diagnosis and client/patient nutrition goals in collaboration with the client/patient and team members. (D)</p> <p>2.3.17 Orders nutrition prescriptions to address nutritional goals. (D)</p> <p>2.3.18 Implements the nutrition plan of care or nutrition intervention with the client/patient and other team members. (D)</p> <p><u>Monitoring/Evaluation</u></p> <p>2.3.19 Monitors and evaluates impact of nutrition intervention on the nutrition diagnosis. (D)</p> <p>2.3.20 Develops and applies nutrition care outcome indicators to measure nutrition intervention. (D)</p> <p>2.3.21 Assesses clients/patient's compliance with nutrition intervention. (D)</p> <p>2.3.22 Identifies barriers to meeting client/patient's nutrition goals and makes recommendations to modify the nutrition plan of care or nutrition intervention, and communicates changes to client/patient and others. (D)</p> <p>2.3.23 Summarizes impact of nutrition interventions on client/patient's nutrition outcomes, considering client/patient-centered care. (D)</p> <p>2.3.24 Identifies, analyzes and communicates reasons for deviation from expected nutrition outcomes. (D)</p> <p>2.3.25 Evaluates the availability of services to support access to nutrition care and to</p>
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help meet client/patient nutrition goals. (D)

Documentation

2.3.26 Documents all elements of the nutrition care process following professional standards and organizational policies. (D)

2.3.27 Demonstrates coding and billing procedures to obtain payment for nutrition services under alternate health care payment models. (D)

<p>2.4 Implements or coordinates nutritional interventions for individuals, groups or populations.</p>	<p><u>Medical Nutrition Therapy</u></p> <p>2.4.1 Manages medical nutrition therapy for clients/patients. (D)</p> <p>2.4.2 Applies and integrates understanding of foundational sciences to manage medical nutrition therapy, diet and disease management. (D)</p> <p>2.4.3 Applies foundational science knowledge and medical nutrition therapy principles to establish, order, manage and evaluate the need for nutrition support when prescribing and administering nutritional oral, enteral and parenteral diets. (D)</p> <p>2.4.4 Considers and applies all relevant factors when recommending the use of oral nutritional supplements. (D)</p> <p>2.4.5 Refers/transfers care to relevant professionals when client/patient needs or required interventions are beyond personal competence or professional scope of practice. (D)</p> <p><u>Education</u></p> <p>2.4.6 Applies education theories, adult learning, pedagogy and education principles when developing, modifying, delivering or implementing education materials. (D)</p> <p>2.4.7 Assesses audience readiness to learn and identifies barriers to learning. (D)</p> <p>2.4.8 Develops or modifies nutrition education materials or delivery methods to meet the needs of the audience. (D)</p> <p>2.4.9 Develops and provides evidence-informed nutritional wellness and therapeutic diet education to variety of audiences. (D)</p> <p>2.4.10 Translates basic to advanced food and nutrition science knowledge into understandable language tailored to the audience. (D)</p> <p>2.4.11 Communicates complex nutrition information to broad and diverse audiences. (D)</p> <p>2.4.12 Evaluates effectiveness of nutrition education and makes modifications as required. (D)</p> <p><u>Psychological Counseling and Therapies</u></p> <p>2.4.13 Assesses client/patient's nutritional needs and appropriateness for the recommended counseling or therapy. (D)</p> <p>2.4.14 Applies counseling principles and evidence-informed practice when providing individual or group sessions. (D)</p> <p>2.4.15 Identifies the indications, contraindications, benefits, risks and limitations of the counseling or therapy. (K)</p> <p>2.4.16 Demonstrates understanding of transference and counter transference in the therapeutic relationship. (K)</p> <p>2.4.17 Demonstrates awareness of various appropriate counseling techniques. (K)</p> <p>2.4.18 Evaluates effectiveness of the counseling or therapy and makes modifications as required. (D)</p> <p>2.4.19 Refers/transfers client/patient to appropriate health professionals when counseling therapy for client/patient's mental health issues are beyond personal competence or professional scope of practice. (D)</p>
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<p>2.5 Prescribes, recommends and administers nutrition-related pharmacotherapy. (S)</p>	<p>2.5.1 Applies knowledge of foundational sciences and disease when determining the appropriateness of the therapy. (S)</p> <p>2.5.2 Demonstrates awareness of food and drug interactions. (S)</p> <p>2.5.3 Assesses client/patient factors to determine the client/patient’s determination for the nutrition-related pharmacotherapy. (S)</p> <p>2.5.4 Considers client/patient factors, nutritional impact, indications, side effects, contraindications, benefits, risks, alternatives and foundational sciences when prescribing, recommending and administering nutrition related drug therapy. (S)</p> <p>2.5.5 Critically analyzes the potential negative effects of the nutrition therapy or supplement and determines the required knowledge, skill and judgment required to manage negative outcomes. (S)</p> <p>2.5.6 Prescribes, recommends and administers nutrition-related pharmacotherapy adhering to the professional standards and evidence-informed practice. (S)</p> <p>2.5.7 Applies the standard of practice, legislation, organizational policies and evidence-informed practices for prescribing.</p> <p>2.5.8 Applies the principles of safe drug administration.</p> <p>2.5.9 Monitors the response and the effects of the nutrition related drugs on the individual and takes the required action to make modifications or adjustments.</p> <p>2.5.10 Consults and refers/transfers client/patient to the appropriate health professional when client/patient’s needs are beyond personal competence or professional scope of practice. (S)</p>
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Unit 3: Food Systems Management
 Applies food systems principles and management skills to ensure safe and efficient delivery of food and water.

Competencies	Example Performance Indicators
<p>3.1 Directs the production and distribution of quantity and quality food products. (D)</p>	<p>3.1.1 Manages or oversees the planning, designing and coordination of meals to ensure delivery of nutritionally sound meals. (D)</p> <p>3.1.2 Analyzes the workflow design and makes recommendations for modifications or approves for implementation. (D)</p> <p>3.1.3 Communicates the organization’s mission and how work activities impact the services and organization. (D)</p> <p>3.1.4 Establishes and analyzes policies and performance measures for quality and quantity of work. (D)</p> <p>3.1.5 Implements systems to report on local, state and federal compliance. (D)</p> <p>3.1.6 Directs and analyzes the evaluation of foodservice production and services to inform, change, and/or budget resources and department or corporate direction. (D)</p> <p>3.1.7 Establishes a culture that is ethical and free of safety and health hazards. (D)</p> <p>3.1.8 Investigates and optimizes opportunities to reduce the environmental carbon footprint of foodservice operations and to enhance sustainability. (D)</p>

<p>3.2 Oversees the purchasing, receipt and storage of products used in food production and services. (D)</p>	<p>3.2.1 Follows a matrix or measures to evaluate the need for financial, technical and equipment resources for the provision of foodservices. (D)</p> <p>3.2.2 Applies ethical decision making to determine the need for reduction or increase in resources. (D)</p> <p>3.2.3 Creates internal or external professional relations and/or agreements to solve problems in foodservice operations. (D)</p> <p>3.2.4 Acts as a departmental and organizational liaison between contractual parties involved. (S)</p> <p>3.2.5 Demonstrates knowledge of inventory control as it pertains to the food and supplies of the foodservice operation. (K)</p> <p>3.2.6 Applies the principles of the process of receiving and storing products demonstrating adherence to food safety code, nutrition guidelines and regulations. (D)</p> <p>3.2.7 Applies the relationship between forecasting and production as it pertains to recipe needs and organizational demand. (D)</p>
<p>3.3 Applies principles of food safety and sanitation to the storage, production and service of food. (D)</p>	<p>3.3.1 Maintains currency in and follows applicable legislation and guidelines. (D)</p> <p>3.3.2 Incorporates the required safety and nutritional health policies and procedures in the organization’s mission and policies. (D)</p> <p>3.3.3 Develops a plan to minimize vulnerabilities in the food supply chain. (D)</p> <p>3.3.4 Takes into consideration food allergies when preparing menus and foods. (D)</p>
<p>3.4 Applies and demonstrates an understanding of agricultural practices and processes. (S)</p>	<p>3.4.1 Has a working knowledge of different agricultural food production systems and related terminology and concepts including potential nutritional impact. (K)</p> <p>3.4.2 Understands the local and global food markets and applicable nutrition regulations. (S)</p> <p>3.4.3 Identifies and supports partnerships with local and global food growers and producers. (S)</p>
<p>Unit 4: Community and Population Health Nutrition</p> <p>Applies community and population nutrition health theories when providing support to community or population nutrition programs.</p>	
<p>Competencies</p>	<p>Example Performance Indicators</p>
<p>4.1 Utilizes program planning steps to develop, implement, monitor and evaluate community and population programs. (D)</p>	<p>4.1.1 Recognizes how determinants of health, epidemiological findings, health disparities, political interest, availability of resources, and accessibility influence the nutritional health and well-being of a community and population. (D)</p> <p>4.1.2 Conducts community and population- based assessments considering all relevant factors. (D)</p> <p>4.1.3 Identifies the resources and connects with partners needed for sustainability of the program. (D)</p> <p>4.1.4 Develops and implements a program considering relevant data addressing the nutrition needs of the community or population. (D)</p> <p>4.1.5 Interprets and uses nutrition surveillance and global health and safety data.(D)</p> <p>4.1.6 Evaluates the program using measurement indicators and outcomes. (D)</p> <p>4.1.7 Communicates evaluation findings, outcomes, recommendations and research</p>

	findings to promote change and justify program. (D)
4.2 Engages in legislative and regulatory activities that address community, population and global nutrition health and nutrition policy. (D)	<p>4.2.1 Interprets legal terminology used to establish nutrition regulations and policies for populations. (K)</p> <p>4.2.2 Navigates governmental, intergovernmental and nongovernmental organizations to promote nutrition legislation and regulations that address public, population and global nutrition health. (D)</p> <p>4.2.3 Analyzes political interests and their impact on program development, goals and objectives. (D)</p>

Unit 5: Leadership, Business, Management and Organization Demonstrates leadership, business and management principles to guide practice and achieve operational goals.	
Competencies	Example Performance Indicators
5.1 Demonstrates leadership skills to guide practice. (D)	<p>5.1.1 Exhibits self-awareness in terms of personality, learning, leadership style and cultural orientation. (S)</p> <p>5.1.2 Demonstrates understanding of social cues and team dynamics. (K)</p> <p>5.1.3 Communicates at the appropriate level and understands emotions and emotional situations. (D)</p> <p>5.1.4 Develops conversational and interpersonal skills. (D)</p> <p>5.1.5 Reflects on situations and critically evaluates outcomes and possible alternate courses of action. (D)</p> <p>5.1.6 Understands the mentoring role and practices mentoring and precepting others. (D)</p>
5.2 Applies principles of organization management. (D)	<p><u>Planning</u></p> <p>5.2.1 Establishes operational plan considering budget, inventory control, labor and regular daily tasks. (D)</p> <p>5.2.2 Aligns plans with the organizational strategic plan, mission and vision. (D)</p> <p><u>Organizing</u></p> <p>5.2.3 Assigns responsibilities to various team members according to scope of practice and personal competence. (D)</p> <p>5.2.4 Sets and monitors clear targets for team members, departments and the organization aligned with common objectives and goals. (D)</p> <p>5.2.5 Demonstrates an understanding of how individuals and groups interact within the organization. (D)</p> <p>5.2.6 Takes into consideration individual and organizational culture and behaviors when planning and managing. (D)</p>

<p>5.2 Applies principles of organization management. (D) (cont.)</p>	<p><u>Management</u></p> <p>5.2.7 Engages in, manages or leads human resource activities adhering to applicable legislation and regulations. (D)</p> <p>5.2.8 Integrates change management theories and conflict resolution skills to manage and promote positive change. (S)</p> <p>5.2.9 Uses persuasive communication skills to influence or produce a desired outcome during negotiations and conflict resolution discussions. (D)</p> <p>5.2.10 Understands and respects roles and responsibilities of interprofessional team members. (D)</p> <p><u>Controls</u></p> <p>5.2.11 Collects, understands and analyzes financial data to support fiscally responsible decision making. (D)</p> <p>5.2.12 Conducts cost effectiveness and cost benefit analyses to identify ways to meet budget priorities. (D)</p> <p>5.2.13 Analyzes components of a productivity system including units of service and work hours and makes recommendations. (D)</p> <p>5.2.14 Sets controls to analyze the progress and effectiveness of the operational plan and budget. (D)</p> <p>5.2.15 Collects and analyzes data to evaluate outcomes and determine if established goals and objectives are met. (D)</p> <p>5.2.16 Reevaluates the plan to make modifications to ensure positive outcomes and that goals and objectives are met. (D)</p> <p><u>Time Management</u></p> <p>5.2.17 Applies principles of time management to monitor and enhance personal productivity and productivity of others. (D)</p> <p>5.2.18 Prioritizes activities to effectively manage time and workload. (D)</p> <p><u>Motivation and Recognition</u></p> <p>5.2.19 Promotes team involvement and values the skills of each member. (D)</p> <p>5.2.20 Models behaviors that maximize group participation by consulting, listening and communicating clearly. (D)</p> <p>5.2.21 Takes innovative approaches to build support and maintain a diverse workforce. (D)</p> <p>5.2.22 Coaches and advises team leaders on resolving differences or dealing with conflict. (D)</p>
<p>5.3 Applies project management principles to achieve project goals and objectives. (D)</p>	<p>5.3.1 Leads the development and completion of a project plan and budget. (D)</p> <p>5.3.2 Identifies the project strengths, weaknesses, opportunities and threats. (D)</p> <p>5.3.3 Identifies and manages potential and real risks to the plan, individuals or organization. (D)</p> <p>5.3.4 Conducts regular review of project to note strengths and opportunities for improvement and to implement adjusted actions. (D)</p>

<p>5.4 Leads quality and performance improvement activities to measure, evaluate and improve a program's services, products and initiatives. (D)</p>	<p>5.4.1 Identifies and communicates quality and/or performance improvement indicators and benchmarks using evidence-informed practice. (D)</p> <p>5.4.2 Develops quality and/or performance improvement measurement tools and analyzes data to inform baselines and to identify root causes and potential solutions. (D)</p> <p>5.4.3 Develops, implements and communicates a quality and/or performance improvement action plan for further improvement and monitor's impact. (D)</p> <p>5.4.4 Develops, implements and communicates an ongoing measuring and monitoring system to ensure ongoing quality and performance improvement. (D)</p> <p>5.4.5 Applies change management theories and principles to effectively implement change. (D)</p>
<p>5.5 Develops and leads implementation of risk management strategies and programs. (D)</p>	<p>5.5.1 Assesses potential and real risks to an individual, group and or organization. (D)</p> <p>5.5.2 Identifies and takes action to manage, reduce and or eliminate risk to self, others and the organization. (D)</p> <p>5.5.3 Develops risk management plans and protocols. (D)</p>

<p>Unit 6: Critical Thinking, Research and Evidence-Informed Practice Integrates evidence-informed practice, research principles and critical thinking into practice.</p>	
Competencies	Example Performance Indicators
<p>6.1 Incorporates critical thinking skills in practice. (D)</p>	<p>6.1.1 Considers multiple factors when problem solving. (D)</p> <p>6.1.2 Incorporates the thought process used in critical thinking models. (D)</p> <p>6.1.3 Engages in reflective practice to promote change and continuous learning. (D)</p>
<p>6.2 Applies scientific methods utilizing ethical research practices when reviewing, evaluating and conducting research. (D)</p>	<p>6.2.1 Identifies, explains and applies the steps of the scientific method and processes. (D)</p> <p>6.2.2 Articulates a clear research question or problem and formulates a hypothesis. (D)</p> <p>6.2.3 Identifies and demonstrates appropriate research methods. (D)</p> <p>6.2.4 Interprets and applies research ethics and responsible conduct in research. (D)</p> <p>6.2.5 Collects and retrieves data using a variety of methods (qualitative, quantitative) and technologies. (D)</p> <p>6.2.6 Analyzes research data using appropriate data analysis techniques (qualitative, quantitative, mixed). (D)</p> <p>6.2.7 Translates and communicates research findings and conclusions through a variety of media. (D)</p>

6.3 Applies current research and evidence-informed practice to services. (D)	6.3.1 Uses research terminology when communicating with other professionals and publishing research. (D) 6.3.2 Critically examines and interprets current research and evidence-informed practice findings to determine the validity, reliability and credibility of information. (D) 6.3.3 Integrates current research and evidence-informed practice findings into delivery of safe and effective nutrition care. (D) 6.3.4 Analyzes and formulates a professional opinion based on the current research and evidence-based findings and experiential learning. (D)
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Unit 7: Core Professional Behaviors Demonstrates professional behaviors and effective communication in all nutrition and dietetics interactions.	
Competencies	Example Performance Indicators
7.1 Assumes professional responsibilities to provide safe, ethical and effective nutrition services. (D)	7.1.1 Demonstrates ethical behaviors in accordance to the professional Code of Ethics. (D) 7.1.2 Engages in self-reflective practice activities to develop and maintain ongoing competence and professional behaviors. (D) 7.1.3 Adheres to nutrition related legislation, regulations and standards of practice. (D) 7.1.4 Applies client/patient-centered principles to all activities and services. (D) 7.1.5 Identifies and takes steps to manage unethical, incompetent and unsafe behavior. (S) 7.1.6 Practices in a manner that respects diversity and avoids prejudicial treatment. (D) 7.1.7 Adheres to legislative requirements and facility/employer guidelines regarding protection of privacy and security of information. (D) 7.1.8 Maintains confidentiality and security in the sharing, transmission, storage and management of protected health information. (D)
7.2 Uses effective communication, collaboration and advocacy skills. (D)	7.2.1 Applies effective and ethical communication skills and techniques to achieve desired goals and outcomes. (D) 7.2.2 Works with and facilitates intraprofessional and interprofessional collaboration and teamwork. (D) 7.2.3 Participates in advocacy activities to change or promote new legislation and regulation. (D) 7.2.4 Selects mode of communication appropriate to the messaging to meet the needs of the audience. (D)

Appendix B

Dietitian Nutritionist Program Curriculum Plan 2022-2023

63 Credits required to enter program 63 credits

First Year, Fall Term

NUTR 1000 – Introduction to Research, 3 credits

HRS 1023 – Human Physiology, 4 credits

NUTR 1602 – Nutrition Assessment, 3 credits

NUTR 1620 – Nutrient Metabolism, 3 credits

NUTR 1622 – Life Cycle Nutrition, 3 credits

NUTR 1600 – Introduction to Dietetics (if not taken previously), 2 credits

Semester Total 16-18 credits

BS 79-81 credits

First Year, Spring Term

NUTR 1604 – Food Service Management with Lab, 3 credits

NUTR 1605 – Principles of Nutrition Education, 3 credits

NUTR 1610 – Food Application, 3 credits

NUTR 1613 – Food Application Lab, 1 credit

NUTR 1625 – Nutrition Therapy, 4 credits

Elective or NUTR 1612 Food and Culture [if not taken previously], 3 credits

Semester Total 17 credits

BS 96 credits

DPD graduates enter here.

Second Year, Fall Term

HRS 2004 – Pathophysiology Across the Lifespan, 4 credit

HRS 2623 – Advanced Medical Nutrition Therapy 1, 3 credits

HRS 2631 – Nutrition Focused Physical Examination with Lab, 3 credits

HRS 2635 – Professional Development, 2 credits

HRS 2999 – Mentor Approved Independent Study or Elective, 3 credits

Semester Total 15 credits

BS 111 credits

MS 15 credits

Second Year, Spring Term

HRS 2612 – Advanced Medical Nutrition Therapy 2, 3 credits

HRS 2625 – Counseling Methods, 3 credits

HRS 2646 – Introduction to Functional Nutrition with Lab, 3 credits

HRS 2655 – Research Methodology and Applied Statistics, 3 credits

Mentor Approved Elective, 3 credits (NUR 2034, HRS 2639 or other specialty elective)

Semester Total 15 credits

BS Degree Total 126 credits

MS 30 credits

Undergraduate students will receive a BS in Nutrition Science after the completion of year 2.

Third Year, Fall Term

HRS 2647 – Experiential Practice: Community Nutrition, 3 credits

HRS 2657 – Experiential Practice 1, 9 credits

HRS 2658 – Capstone Project, 2 credits

HRS 2654 – Practicum in Dietetics 1, 1 credit

Semester Total 15 credits

MS 45 credits

Third Year, Spring Term

HRS 2672 – Experiential Practice 2, 7 credits

HRS 2652 – Experiential Practice 3, 3 credits

HRS 2674 – Capstone Project, 3 credits

HRS 2659 – Practicum in Dietetics 2, 2 credit

Semester Total 15 credits

MS Degree Total 60 credits

BS/MS Total 156 credits

Graduate students will receive a Master of Science after the completion of year 3.

Students will receive a Verification Statement after completion of all ACEND FEM Summative Competencies at a satisfactory level.

Appendix C

UNIVERSITY OF PITTSBURGH
School of Health and Rehabilitation Sciences
Nutrition and Dietetics
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 EXPERIENTIAL PRACTICESUPERVISOR:

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

Signature of student and Date

Signature of SP Preceptor and Date

