

# *The University of Connecticut*

DEPARTMENT OF ALLIED HEALTH SCIENCES  
COLLEGE OF AGRICULTURE, HEALTH AND NATURAL RESOURCES

## **Coordinated Program in Dietetics Student Handbook**



**2021-2022**

The University of Connecticut Dietetics Coordinated Program is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (<http://www.eatrightpro.org/resources/acend>) of The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, (800) 877-1600 extension 5400.

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## STRATEGIC PLAN OF THE DIETETICS PROGRAM IN THE DEPARTMENT OF ALLIED HEALTH SCIENCES

### Mission of the Dietetics Program

The Dietetics Program is committed to improving the health and nutrition of the public by educating students to become competent and competitive entry-level registered dietitian nutritionists in a variety of settings, including hospitals, extended care facilities, school systems, public health settings, and through research.

The following are measurable program goals of the Dietetics Program. These goals reflect the mission of the Program as well as the Strategic Plans of the College of Agriculture, Health and Natural Resources and the University of Connecticut. We accomplish our mission through the following goals that provide the basis for evaluation of program accomplishment.

### Goals and Outcome Measures of the Dietetic Program:

Goals	Outcome Measures
1. Provide each graduate with a rigorous education that prepares the graduate as a competent entry-level RDN	Annually: <ul style="list-style-type: none"><li>• 100% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.</li><li>• At least 80% of program students complete program requirements within 150% of program length (3.165 academic years).</li><li>• Of graduates seeking employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.</li><li>• 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%.</li><li>• Program evaluations will reflect at least a "satisfactory" rating on a 4-point scale (needs improvement, satisfactory, above average, excellent) immediate after program completion and at 1 - 1 1/2 years post-program completion.</li><li>• 80% of graduates' preparation to practice assessed by employers will be satisfactory or higher.</li></ul>
2. Provide each graduate with knowledge and skills about food and	Annually:

<p>nutrition to promote health and prevent disease.</p>	<ul style="list-style-type: none"> <li>• 100% of the graduates will respond that they are satisfactorily prepared for practice to promote health and prevent disease</li> <li>• Evaluations 1-1 ½ years after program completion will reflect 100% of graduates are utilizing skills to promote health and prevent disease</li> </ul>
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***Outcome data is available upon request***

### **Concentration Area**

The Coordinated Dietetics Programs are part of the Department of Allied Health Sciences. The Department provides a dynamic education, research, and practice environment in which we prepare students to become professionals who apply knowledge to promote health and prevent disease for diverse populations. Because of the Department mission our concentration focuses on how food and nutrition promotes health and prevents disease.

#### **Demonstrate an understanding of the importance of food and nutrition to promote health and prevent disease.**

Upon completion of the Coordinated Program, graduates are able to:

1. Design, implement, and evaluate nutrition education for individuals in the community
2. Design a business plan reflecting promoting health and preventing disease
3. Produce a cost-effective meal with a nutrition message to promote healthy eating
4. Modify a recipe to promote healthy eating and decrease the risk of chronic disease, including those individuals of economic disadvantage
5. Provide MNT in the clinical setting to promote nutritional wellbeing

The concentration will be evaluated using the following outcome measures:

1. 100% of the graduates will respond that they are satisfactorily prepared for practice to promote health and prevent disease
2. Evaluations 1-1 ½ years after program completion will reflect 100% of graduates are utilizing skills to promote health and prevent disease

## **Philosophy of the Coordinated Program**

The Coordinated Program in Dietetics is dedicated to improving the wellbeing of all people. It is a dynamic, evolving program that responds to change in our system, population, demographics, society, science and technology, the food supply, and advances in knowledge. Our mission is to generate and disseminate knowledge in order to promote healthy lifestyles, to prevent disease, provide nutrition-related care, and initiate change in the dietetics profession. Our philosophy directly relates to our concentration of “Food and Nutrition to Promote Health and Prevent Disease.”

The philosophy of our program guides our curriculum, which is in alignment with the Standards of Professional Practice of the Academy of Nutrition and Dietetics. The didactic and competency components of the curriculum emphasize: the application of knowledge and skills within a wide variety of dietetic practice; effective communication of this knowledge and skill; collaboration with other professionals to advance practice; and self-assessment and directed professional development to support life-long learning. The Program also values research and requires all students to enroll in a research course and conduct a research project.

The program is committed to a diverse body of students and professionals. We will, therefore, take a pro-active role in the recruitment and retention of under-represented ethnic/racial minority groups, under-represented gender and returning students.

**The Coordinated Program  
Competencies & Student Learning Outcomes  
For the Coordinated Program in Dietetics**

The Coordinated Program builds on the knowledge gained from one semester to the next. As a result of this building, it is necessary for each student to achieve a mastery of the information as they progress through the program. This mastery is assessed by the undergraduate student receiving a “C” (above 73) or higher in both didactic coursework and supervised practice required by the program. The graduate student should receive a B or higher in didactic coursework and supervised practice required by the program.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredits the Coordinated Program in Dietetics. In order for a program to be accredited it is necessary to provide the student with specific competencies and supervised practice experiences. Competencies are set for specific knowledge, abilities, skills, capabilities, judgment, attitudes and values that every entry-level practitioner is expected to know and do for employment in dietetics. Competency statements are a description of performance behavior of an entry-level practitioner, based on requisite knowledge, ability, capability, skills, judgment, attitudes and values.

A Coordinated Program combines the Foundation Knowledge for the didactic coursework as well as the Competencies/Learning Outcomes for Supervised Practice. The Foundation Knowledge statements indicate the cognitive performance in clinical, biomedical and behavioral sciences that supports competency for dietetics practice. Supervised Practice is defined as planned learning experiences in which knowledge, understanding and theory are applied to real-life situations; may be augmented by role-playing, simulation, case studies and/or other experiences in which students/interns actually perform tasks that contribute to acquisition of the competencies. A Coordinated Program also must have a concentration which is an area of dietetics practice for which additional entry-level competency is developed.

The entry-level dietitian is knowledgeable in the four areas listed:

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice
2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice
3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

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

## Competencies for the RDN

CRDN = Competence for the Registered Dietitian

<b>Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice</b>		
<b>A) RE 6.1.a:</b> ACEND-Required Core Competency	<b>B) RE 6.1.b:</b> Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core competency	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur
CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.	100% of students will receive a B or higher on CQI project	DIET 4470
CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature.	100% of students will receive a B or higher on the Complementary and Alternative Medicine paper	DIET 4360/AH 5351
CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.	100% of students will receive a B or higher on the financial management project	DIET 4470
CRDN 1.4: Evaluate emerging research for application in nutrition and dietetics practice.	100% of undergraduates students will receive a B or higher on the final research paper OR 80% of graduate students will receive a B or higher for the professional development project	DIET 3130W (undergraduate) OR: 12 AH 5314 (graduate)
CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis.	100% of the students will receive a B or higher for the final grade in the research course	DIET 4475(undergraduate) OR AH 5317 (graduate)
CRDN 1.6: Incorporate critical-thinking skills in overall practice.	100% of the students will receive a B or higher in the final evaluation for clinical, community/counseling, and foodservice	DIET 4415 DIET 4435 DIET 4455/4491
<b>Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.</b>		
<b>A) RE 6.1.a:</b> ACEND-Required Core Competency	<b>B) RE 6.1.b:</b> Learning objectives that state specific activities and qualitative or quantitative target	<b>C) RE 6.1.c:</b> Didactic courses and/or experiential learning in which assessment will occur

	measures that will be used to assess overall student achievement of core competency	
CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.	100% of the students will score “competent” on the Clinical Evaluation form for “Overall Initiative” and “Overall Professional Attributes”	DIET 4455 evaluation
CRDN 2.2: Demonstrate professional writing skills in preparing professional communications.	100% of students will receive a B or higher on the Complementary and Alternative Medicine paper	DIET 4360/AH 5351
CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings.	100% of students will receive a B or higher on the group meal OR Healthy Cooking Class (graduate)	DIET 3215/AH 5095
CRDN 2.4: Function as a member of interprofessional teams.	100% of students will receive a B or better on a reflection discussing the value of interprofessional team with pharmacy and speech and language students	DIET 4470
CRDN 2.5: Assign patient care activities to NDTRs and/or support personnel as appropriate.	100% of students will achieve a “beginner” rating in “Communicates with dietary support staff” on the clinical evaluation	DIET 4365
CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.	100% of students will achieve a “beginner” rating in Communicates appropriately with members of the health care team on Clinical evaluation form	DIET 4491
CRDN 2.7: Apply leadership skills to achieve desired outcomes.	100% of students will be rated “beginner” or higher during staff relief for leadership with patient care	DIET 4455/4991
CRDN 2.8: Demonstrate negotiation skills.	100% of students will satisfactorily arrange specialty rotations and determine competencies	DIET 4991
CRDN 2.9: Participate in professional and community	100% of the students in community section Diet 4365 will	DIET 4365

organizations.	receive B or higher on the community nutrition lesson project writeup/submission	
CRDN 2.10: Demonstrate professional attributes in all areas of practice.	100% of students will be “competent” in Professionalism, Time Management, & Ethical Behavior in Overall professional attributes on the clinical, community/counseling, & foodservice evaluations	DIET 4415, 4435, 4455
CRDN 2.11: Show cultural competence/sensitivity in interactions with clients, colleagues and staff.	100% of the students will be “competent” in communication skills for cultural competence/sensitivity	DIET 4415, 4435, 4455
CRDN 2.12: Perform self-assessment and develop goals for self-improvement throughout the program.	100% of students will receive a B or better in their Eportfolio	DIET 4470
	100% of students will satisfactorily self-assess using the community tracking document	DIET 4365
CRDN 2.13: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.	100% of students will receive a B or higher on the plan for professional development	DIET 4470
CRDN 2.14: Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.	100% of the students will receive an 85 (34 pts) or higher on the Policy assignment	DIET 3230
CRDN 2.15: Practice and/or role play mentoring and precepting others.	100% of students will receive a satisfactory on a reflection explaining and evaluating the mentoring experience	Mentoring reflection
<b>Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations</b>		
A) RE 6.1.a: ACEND-Required Core Competency	B) RE 6.1.b: Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core competency	C) RE 6.1.c: Didactic courses and/or experiential learning in which assessment will occur

CRDN 3.1: Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.	100% of students will achieve a “competent” rating on the clinical evaluation form “Performs Nutrition Care Process and utilizes standardized language”	DIET 4455/4491
CRDN 3.2: Conduct nutrition focused physical assessment.	100% of students will achieve a “beginner” rating on the clinical evaluation form “conducts nutrition focused physical assessment and incorporates into assessment”	DIET 4365 Clinical
CRDN 3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.	100% of the students in community section Diet 4365 will receive B or higher on the community nutrition lesson project writeup/submission	DIET 4365
	100% of the students will receive a B or better on the inservice education project that they develop and deliver	DIET 4470
	100% of the students will receive a “competent” rating on the clinical evaluation “Communicates with patients and family members demonstrating cultural competence & sensitivity”	DIET 4455/4991
CRDN 3.4: Design, implement and evaluate presentations to a target audience.	100% of students receive a B or higher for the presentation of a nutrition education lesson for diverse audience	DIET 4365
CRDN 3.5: Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.	100% of the students in community section Diet 4365 will receive B or higher on the community nutrition lesson project writeup/submission	DIET 4365
CRDN 3.6: Use effective education and counseling skills to facilitate behavior change.	100% of students will receive a “competent” rating on the evaluation in the outpatient counseling rotation	DIET 4435 or 4491
CRDN 3.7: Develop and deliver products, programs or services	100% of the students will receive a B or higher on the group meal	DIET 3215/AH 5392

that promote consumer health, wellness and lifestyle management.	project OR Healthy Cooking Class (graduate)	
CRDN 3.8: Deliver respectful, science-based answers to client questions concerning emerging trends.	100% of the students will receive “competent” on community evaluation for Evaluate emerging research and communicates to clients respectfully to clients	DIET 4365
CRDN 3.9: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.	100% of the students will receive a B or higher on the group meal project OR Healthy Cooking Class (graduate)	DIET 3215/AH 5392
CRDN 3.10: Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.	100% of the students will receive a B or higher on the healthy meal project	DIET 3215/AH 5392
	100% of the students will receive a B or higher on the group meal project OR Healthy Cooking Class (graduate)	DIET 3215/AH 5392
<b>Domain 4: Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations</b>		
A) RE 6.1.a: ACEND-Required Core Competency	B) RE 6.1.b: Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core competency	C) RE 6.1.c: Didactic courses and/or experiential learning in which assessment will occur
CRDN 4.1: Participate in management of human resources.	100% of the students will receive a B or higher on the group meal project OR Healthy Cooking Class (graduate)	DIET 3215/AH 5392
CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.	100% of the students will receive a B or higher on the group meal project OR Healthy Cooking Class (graduate)	DIET 3215/AH 5392
CRDN 4.3: Conduct clinical and	100% of the students will receive	DIET 4470

customer service quality management activities.	a B or higher on the CQI project	
CRDN 4.4: Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.	100% of the students will be “competent” in documents in the medical record according to facility guidelines on the Clinical Evaluation Form	DIET 4455/DIET 4991
CRDN 4.5: Analyze quality, financial and productivity data for use in planning.	100% of the students will receive a B or higher in the financial management project	DIET 4470
CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment	100% of the students will receive a B or better on the sustainability assignment	DIET 4272
CRDN 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and benefits.	100% of the students will receive a B or higher in the financial management project	DIET 4470
CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.	100% of the students will receive a B or higher on the business plan	AH 4244
CRDN 4.9: Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.	100% of the students will participate in the coding and billing case study discussion and receive an 80% or higher on the quiz	DIET 4470
CRDN 4.10: Analyze risk in nutrition and dietetics practice.	100% of the students will receive a B or higher in the financial management project	DIET 4470
<b>Concentration: Demonstrate an understanding of the importance of food and nutrition to promote health and prevent disease.</b>		
A) RE 6.1.a: Program-Defined Concentration Competency	B) RE 6.1.b: Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of concentration competency	C) RE 6.1.c: Didactic courses and/or experiential learning in which assessment will occur

1.1 Design, implement, and evaluate nutrition education for individuals in the community, such as those of economic-disadvantage, those at their workplace, or educational institution	100% of the students in community section Diet 4365 will receive B or higher on the community nutrition lesson project writeup/submission	DIET 4365 community
1.2 Design a business plan reflecting promoting health and preventing disease	100% of the students will develop business plans and receive a B or higher promoting health and preventing disease	AH 4244
1.3 Produce a cost-effective meal with a nutrition message to promote healthy eating	100% of the students will receive a B or higher on the group meal project	DIET 3215/AH 5392
1.4 Modify a recipe to promote healthy eating and decrease the risk of chronic disease, including those individuals of economic disadvantage	100% of the students will receive a B or higher on the healthy meal project	DIET 3215/AH 5392
1.5 Provide MNT in the clinical setting to promote nutritional wellbeing	100% of the students will receive “beginner” in staff relief	DIET 4455/4991

## ORGANIZATION OF LEARNING EXPERIENCES

The educational program in dietetics is designed to promote a continuous progressive learning process which facilitates student participation. A plan for progression of learning allows the student to build on knowledge, understanding and skills. Didactic education is coupled with supervised practice experiences to provide opportunity for application of learning. Each student completes a minimum of 1200 hours of practice and successfully meets performance requirements as established in the 2017 Accreditation Standards by ACEND. At various stages of the student's development, the student participates in the major components of nutritional care of individuals and groups. Evaluation of student's progress is throughout the program.

Learning experiences provided throughout the Coordinated Program are described below:

### FIRST LEVEL: JUNIOR/FIRST YEAR (First and Second Semester)

Students are introduced to components of dietetic practice; assessment, planning, implementation and evaluation. Learning experiences in clinical, community and food service systems provide an opportunity for student sharing of observations, information, attitudes and feelings. Each student is responsible for completing two shadowing experiences prior to the fall semester of the second year. Pre- and post-conferences are an integral part of field experiences.

### SECOND LEVEL: SENIOR YEAR/SECOND YEAR (First Semester)

During this period the focus is to promote independent functioning of the student as a beginning practitioner. ***Students return after the 1<sup>st</sup> of the year.***

**Fall semester:** didactic classes are usually on campus Monday's (all students) and Friday's (undergraduate courses). Graduate students work on their Professional Development Project (AH 5314, 3 credits) on Mondays and Fridays.

A 4-credit supervised practice course, DIET 4365, includes experiences in clinical, community, and food service management. Students present care plans and projects to the class and instructors.

Students participate as a health team member with assigned responsibilities for nutritional care in the clinical settings. Students begin to integrate the components of clinical, food service and community necessary for the continuity of care; responsibilities for nutritional care of patients and groups increases as the student progress in their learning. Individual and group conferences provide an opportunity for students to discuss their experiences, acquire insight into their own feelings and attitudes and evaluate their performance.

### THIRD LEVEL: SENIOR/SECOND YEAR & EXTERNSHIP (Second Semester & Immediately Following Graduation)

**Spring semester:** students return after the 1<sup>st</sup> of the year to begin rotations. All students take Seminar in Dietetics, DIET 4470, and students that have not completed a DPD program take Advanced Nutrition, DIET 4370/AH 5370. Classes usually meet two Monday's per month in-person. The Advanced Nutrition course meets the other weeks online. The following rotations will be completed focusing on learning experiences that provide the opportunity for the synthesis and application of all aspects of professional dietetic practice.

Duration	Practice Setting	Description	Course Number
4 weeks	Food Service	The student will gain expertise in the food service management environment	DIET 4415
6 weeks	Community/Counseling Care	The student may choose to take on a leadership role with SNAP-Ed activities for 4 of these weeks and then complete a 2 week counseling experience OR complete a 6 week rotation in counseling.	DIET 4435 & DIET 4991 (2 weeks)
6 weeks	Clinical	Students continue their medical nutrition therapy practice at an acute care hospital or skilled nursing facility and culminate the experience with 2 weeks of staff relief.	DIET 4455 & DIET 4991 (2 weeks)
4 weeks	Research	The student participates in a research project with a faculty member (DIET 4475 undergraduate) OR completes the professional development practicum (AH 5317 graduate)	DIET 4475/AH 5317
2 weeks	Specialty Rotation*	The student chooses a practice setting that he/she is interested in further investigating.	DIET 4991 (2 weeks)

\* Specialty Rotation: The student must be considered competent in all areas of dietetic practice in order to complete this rotation. This rotation is a privilege. If a student is not performing satisfactorily in another area; he/she will be required to spend additional time in the area of deficiency and will not be allowed to complete the specialty rotation. This is a two-week rotation. The specialty rotation will be mutually agreed upon by the student and the Dietetics Program Director. Specialty rotations might include supermarket RD, private practice, sports nutrition, Cooperative Extension, communications/media, long-term care consulting, spa RD,

local, state, federal RD. It is the student's responsibility to secure this rotation which will also assist the student in developing leadership skills. Specialty rotations might include supermarket RD, private practice, sports nutrition, Cooperative Extension, communications/media, long-term care consulting, spa RD, local, state, federal RD. The student will be responsible in determining what competencies will be met during the rotation and specific learning activities. An evaluation must be completed by the specialty rotation preceptor and given to the Dietetics Director.

Learning experiences provide the opportunity for the synthesis and application of all aspects of professional dietetic practice.

Upon successful completion of the Coordinated Program, the student will have completed all required knowledge, skills and competencies and is eligible to sit for the National Registration Examination (Commission on Dietetic Registration). Passing this examination establishes the initial registration of the dietitian (RD). R.D. following the dietitian's name identifies a qualified professional.

**TRADITIONAL  
COORDINATED PROGRAM IN DIETETICS**

<b>Junior Year</b>					
<b>FALL</b>			<b>SPRING</b>		
DIET 3150	Med Nutr Therapy I	3	DIET 3250	Med Nutr Therapy II	3
DIET 3155	Clin Diet Practicum I	1	DIET 3255	Clin Diet Practicum II	1
NUSC 2200	Nutr & Human Dev*	3	DIET 3230	Community Nutrition	3
NUSC 2233	Food Comp/Prep	3	DIET 3231W	Writ Comm Nutr Research	2
NUSC 3234	Food Comp/Prep Lab	1	DIET 3235	Comm Nutr Practicum I	1
MCB 2610	Microbiology	4	DIET 3272	Food Service Sys Mgmt I	2
AH 4244	Management	3	DIET 3215	Food Serv Practicum I	1
			AH 4242	Counseling/Teaching	3
Total Credits		15/18	Total Credits		16

\*NUSC 2200 is usually taken prior to admission into the Dietetics Program but may be taken in the Jr Fall

<b>Senior Year</b>					
<b>FALL</b>			<b>SPRING</b>		
DIET 4350	Medical Nutrition Therapy III	3	DIET 4415	Food Serv Practicum II	3
DIET 4360	Contemp Nutr Practice	3	DIET 4435	Community Nutr Practicum II	3
DIET 4365	Applied Diet Practicum	4	DIET 4470	Seminar in Dietetics	2
DIET 4272	Food Service Sys Mgmt II	2	DIET 4455	Clin Diet Practicum III	4
AH 4241	Research for Health Prof	2	DIET 4475	Diet Research Practicum	3
			DIET 4370	Advanced Nutrition	3
Total Credits		14	Total Credits		18

**DIET 4991 Externship 6 Credit Externship Immediately Following Graduation**

NOTE: The student must earn a minimum of 120 credits for graduation. Upper division totals 63 credits.

\*This program is accredited by the Accreditation Council for Education in Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6695, (800) 877-1600. This Commission recently increased the supervised practice requirements from 900 to 1200 hours. As a consequence, students in the Dietetics Coordinated Program will graduate in May of their senior year, but must also complete a 6 credit externship immediately thereafter in order to receive a verification statement certifying that all coursework and supervised practice requirements have been completed. This statement qualifies the student to sit for the national registration examination, which they must pass in order to become a Registered Dietitian. The externship entails 6 weeks (40 hours/week) of intensive supervised practice experiences. Students will register for the externship as non-degree students through the Non-Degree Programs and will incur an additional expense

University of Connecticut  
Allied Health Sciences  
Master's Coordinated Dietetics Program  
*Example of Courses<sup>+</sup>*

1 <sup>st</sup> YEAR			
<b>FALL:</b>		<b>SPRING:</b>	
AH 6324: Critical Issues	3	AH 5319: AH Education Science	3
AH 6305: Program Eval for Health Professions	3	AH 6306: Research Methods	3
<b>AH 5351: Contemp Nutr Issues &amp; Research*</b>	<b>3</b>	AH 5005: Biostatistics for Health Professions	3
		<b>DIET 3255: Clin Diet Practicum 1*</b>	<b>1</b>
<b>DIET 3155: Clin Diet Practicum I*</b>	<b>1</b>	<b>DIET 3235: Comm Nutr Practicum I*</b>	<b>1</b>
		<b>AH 5392: Health Promotion through Foodservice: Advanced Management Practicum*</b>	<b>1</b>
			<b>1</b>
<b>Total</b>	<b>10</b>	<b>Total</b>	<b>13</b>
2 <sup>nd</sup> YEAR			
<b>FALL:</b>		AH 5317: Prof Development Practicum	5
<b>AH 5350: Advanced Med Nutr Therapy*</b>	<b>3</b>	<b>DIET 4415: Food Serv Practic II*</b>	<b>3</b>
		<b>DIET 4435: Comm Nutr Practic II*</b>	<b>3</b>
<b>DIET 4365: Applied Diet Practicum*</b>	<b>4</b>	<b>DIET 4470: Seminar in Dietetic*</b>	<b>2</b>
AH 5314: Professional Development Project	3	<b>DIET 4455: Clin Diet Practic III*</b>	<b>4</b>
		<b>Total</b>	
<b>Total</b>	<b>10</b>	<b>Total</b>	<b>17</b>
Summer after 2 <sup>nd</sup> year			
DIET 4991			

\*Graduate course selection is decided with the Graduate Advisor

\*Must be taken to meet CP program and supervised practice requirements

University of Connecticut  
Allied Health Sciences  
Master's Coordinated Dietetics Program  
DPD Not Completed  
*Example of Courses\**

1 <sup>st</sup> YEAR				
<b>FALL:</b>			<b>SPRING:</b>	
AH 6324: Critical Issues	3		AH 5319: Health Education and Behavioral Interventions for At-Risk Populations	3
<i>AH 5351: Contemp Nutr Issues &amp; Research*</i>	3		AH 6306: Research Methods in Allied Health Sciences	3
<i>DIET 3155: Clin Diet Practicum I*</i>	1		<i>AH 5005</i> Biostatistics for Health Professions	3
			<i>DIET 3255: Clin Diet Practicum II*</i>	1
			<i>DIET 3235: Comm Nutr Practicum I*</i>	1
<i>Additional DPD Courses</i>	++		<i>AH 5392: Health Promotion through Foodservice: Advanced Management Practicum*</i>	1
			<i>Additional DPD Courses</i>	++
<b>Total</b>	<b>7<sup>++</sup></b>		<b>Total</b>	<b>12<sup>++</sup></b>
2 <sup>nd</sup> Year				
<b>FALL:</b>			<b>Spring :</b>	
<i>AH 5350: Advanced Med Nutr Therapy*</i>	3		<i>AH 5317: Prof Development Practicum</i>	5
AH 6305: Program Eval for Health Professions	3		<i>AH 5370 Applied Adv Nutr</i>	3
<i>AH 5351: Contemp Nutr Issues &amp; Research*</i>	3		<i>DIET 4415: Food Serv Practic II*</i>	3
<i>DIET 4365: Applied Diet Practicum*</i>	4		<i>DIET 4435: Comm Nutr Practic II*</i>	3
AH 5314: Professional Development Project	3		<i>DIET 4470: Seminar in Dietetic*</i>	2
<i>Additional DPD Courses</i>	++		<i>DIET 4455: Clin Diet Practic III*</i>	4
			<i>Additional DPD Courses</i>	++
<b>Total</b>	<b>13<sup>++</sup></b>		<b>Total</b>	<b>18-20<sup>++</sup></b>

Summer after 2<sup>nd</sup> year  
*DIET 4991: Externship*

\*Graduate course selection is decided with the Graduate Advisor

\*Must be taken to meet CP program and supervised practice requirements

++Students must meet with the Dietetics Director to determine what other didactic courses in dietetics (DPD) must be taken

## COURSE DESCRIPTIONS

### Junior Year/First Year

#### FIRST SEMESTER

**DIET 3150: Applied Medical Nutrition Therapy I****3 credits**

Introduction to the nutrition care process, nutrition assessment, planning of special diets, and application of medical nutrition therapy to selected disease states and conditions.

**DIET 3155: Clinical Dietetics Practicum I****1 credit**

Supervised practice experience in the health care setting

**NUSC 2200: Nutrition and Human Development****3 credits**

Nutritional needs and consequences of nutritional deficiencies throughout the life cycle; periconception, pregnancy, lactation, childhood, adolescence and aging. Maternal and child public health issues.

**NUSC 2233: Food Composition and Preparation****3 credits**

Study of the composition of food and the physical and chemical changes that occur during preparation and/or processing that affect taste, palatability, shelf-life, and nutrient content.

**NUSC 2234: Food Composition and Preparation Laboratory****1 credit**

Laboratory techniques related to composition of foods, and the physical and chemical changes that occur during preparation. A fee of \$50 is charged for this course.

**MCB 2610: Fundamentals of Microbiology****4 credits**

Biology of microorganisms, especially bacteria. Cellular structure, physiology, genetics and interactions with higher forms of life. Laboratory familiarizes students with methodology of microbial and aseptic technique.

**AH 4244: Management for the Health Professional****3 credits**

Basic management principles and concepts of planning, organizing, supervising, controlling and evaluation in health care environments. Leadership, motivation, supervision, time management, labor relations, quality assurance/proficiency, financial management.

**AH 6324: Critical Issues in Health Promotion, Disease and Disability Prevention****3 credits**

An in-depth study of health promotion, disease and disability prevention policies, programs and strategies.

**AH 6305: Program Evaluation for Health professionals****3 credits**

A theoretical and practical introduction to program evaluation for health professionals who deliver health care services, manage departments and personnel, or provide training and continuing educational opportunities. Students apply the practical program evaluation framework for health-related intervention programs and document the impact of interventions within health promotion and disease and disability prevention programs. Skill development is facilitated.

**AH 5351: Contemporary Nutrition Issues and Research****3 credits**

Critical thinking and application of research to contemporary issues in food and nutrition applied to clinical nutrition and community/public health nutrition. Learning occurs through classroom discussions, self-exploration through reading and applying scientific studies to issues, and participation in a research project.

**SECOND SEMESTER:****DIET 3250: Medical Nutrition Therapy II****3 credits**

Continuation of Medical Nutrition Therapy I. Further investigation of the interrelationships of physiology and biochemistry of disease and dietary intervention.

**DIET 3255: Clinical Dietetics Practicum II****1 credit**

Supervised practice experience in the health care setting.

**DIET 3230: Applied Community Nutrition****3 credits**

Role of community structure, agencies, and resources in the community health relating to nutrition.

**DIET 3231W: Writing for Community Nutrition Research****2 credits**

Develops critical thinking skills through research and writing in community nutrition.

**DIET 3235: Community Nutrition Practicum I****1 credit**

Supervised practice experience in community agencies.

**DIET 3272: Food Service Systems Management I****2 credits**

Quantity food procurement, preparation and distribution; recipe standardization and menu development; sanitation and safety; portion and quality control; systems approach and delivery systems.

**DIET 3215: Food Service Management Practicum I****1 credit**

Supervised practice experience in food service settings. A fee of \$50 is charged for this course.

**AH 4242: Counseling & Teaching for the Health Professional****3 credits**

Learning theory and counseling strategies; role of the health professional as teacher and counselor; communicating with special groups, individuals and groups.

**AH 5005: Biostatistics for Health Professions****3 credits**

This course will present basic statistical methods to a broad range of medical or public health problems. The course will emphasize the use of these methods and the interpretation of results using biomedical and health sciences applications.

**AH 5095: Advanced Food Service Management Practicum I****2 credits**

Supervised practice experiences in food service settings with a culminating project demonstrating planning, marketing, healthy menu development, teaching, budgetary needs and cost control, quality assurance, and evaluation.

**AH 5319: Allied Health Education Science****3 credits**

The study and application of current learning theories and principles needed by experienced health professionals to become effective instructors in didactic, clinical, and community settings.

**AH 5392: Health Promotion through Foodservice: Advanced Mgmt Practicum 1 credit**

Health Promotion through Foodservice: Advanced Management Practicum

Second semester. One credit. Prerequisite: Student must earn a "C" or better in DIET 3150, 3155. Open only to Dietetics majors; others by consent of Dietetics Program Director.

**AH 6306: Research Methods in Allied Health****3 credits**

An inquiry into the nature of research with emphasis on the spirit, logic, and components of the scientific method. Health related research literature is used to aid the student in learning to read, understand, and critically analyze published materials. The preparation of research proposals and reports is emphasized.

### **Senior Year/Second Year**

**FIRST SEMESTER:****DIET 4272: Food Service Systems Management II****2 credits**

Institutional menu development; cost and budgeting; equipment layout and design; personnel management; marketing and merchandising; purchasing and inventory control.

**DIET 4350: Applied Medical Nutrition Therapy III****3 credits**

Medical nutrition therapy for complex medical problems. Continuation of DIET 3250.

**DIET 4360: Contemporary Nutrition Practice****3 credits**

Application of the knowledge, skills, and competencies affecting contemporary nutrition practice in the clinical dietetics, food service management, and community nutrition settings.

**DIET 4365: Applied Dietetics Practicum****4 credits**

Supervised practice experiences in the Clinical Dietetics, Food Service Management, and Community Nutrition settings. A fee of \$75 is charged for this course.

**AH 4242: Research for the Health Professional****2 credits**

Research questions/hypothesis, finding and using research literature, ethical considerations, research design, sampling, measurement, reliability and validity, descriptive and inferential statistics, computer analysis of data; evaluating research, writing reviews of literature and proposals.

**AH 5350: Advanced Medical Nutrition Therapy****3 credits**

This course is designed to provide the student with advanced nutrition therapy information for the effective treatment of complex medical problems. The course emphasizes all aspects of the nutrition care process as it relates to medical conditions. The research regarding the physiological, pathological and metabolic basis for nutrient modifications will be emphasized.

**AH 5351: Contemporary Nutrition Issues and Research****3 credits**

Critical thinking and application of research to contemporary issues in food and nutrition applied to clinical nutrition and community/public health nutrition. Learning occurs through classroom discussions,

self-exploration through reading and applying scientific studies to issues, and participation in a research project.

**AH 5314: Professional Development Project**

**3 credits**

Prerequisite: At least 9 credits in Allied Health; open only to non-thesis (Plan B) students.

Examines contemporary issues and problems relevant to allied health practice. Focus is on interdisciplinary exchange of ideas and the development of a project relative to the student's particular program emphasis.

**SECOND SEMESTER:**

**DIET 4370: Advanced Nutrition for the Dietetics Practitioner**

**3 credits**

Relationship of nutrients to each other and to body function.

**DIET 4415: Food Service Management Practicum II**

**3 credits**

Application and synthesis of performance requirements in the food service system.

**DIET 4435: Community Nutrition Practicum II**

**3 credits**

Application and synthesis of performance requirements in community nutrition.

**DIET 4470: Seminar in Dietetics**

**2 credits**

Special problems and current issues in dietetics. The management role in patient care, nutrition education and the integration of nutrition and food service units.

**DIET 4455: Clinical Dietetics Practicum III**

**4 credits**

Application and synthesis of performance requirements in clinical dietetics.

**DIET 4475: Dietetic Research Practicum**

**3 credits**

Students define objectives to extend knowledge in a specialized area in dietetics. Research project.

**AH 5317: Professional Development Practicum**

**5 credits**

This course is open only to non-thesis (Plan B) master's students.

The implementation and/or application of theory in GPAH 5314. A minimum of 300 practicum hours required.

**AH 5370: Applied Advanced Nutrition**

**3 credits**

This course is designed to provide the student with advanced nutrition information for the effective management of complex medical and public health problems. The course emphasizes the impact of nutrients and food components on human health. The research regarding the physiological, pathological and metabolic basis for nutrients in health and disease will be emphasized.

**Externship**

**DIET 4991: Dietetics Externship**

**6 credits**

Culminating supervised practice experiences in application and synthesis of performance in clinical, community, food service or research; and practice experience in a specialty area of individual professional interest.

## **Coordinated Program Requirements**

### **Community & Shadowing Experience**

#### **Community Experience:**

It is important to give back to society. In order to achieve this each student is required to complete 4 hours of community experiences. A number of opportunities will be shared throughout the program.

#### **Shadowing Experiences:**

In order to increase your knowledge of the registered dietitian as well as the health profession, you will have two opportunities to follow professionals.

#### **Project goals:**

- Develop a better understanding of the profession of dietetics
- Develop leadership skills by determining who you will shadow and make all arrangements
- Stimulate self-directed learning and professional development
- Better understand the interdisciplinary health care team

#### **Procedure:**

Through creative thought and interacting with mentors in school, supervised practical experiences, work, and personal contacts, students will identify a professional that could enrich their professional development and view of post-graduate opportunities. You must shadow at least one dietitian and may shadow another dietitian or health related professional. Each shadowing experience must be at least four hours. The other professional might be a physical therapist, psychologist, pharmacist, etc.

Once you have determined who you would like to shadow, share the information below with Ellen Shanley, Dietetics Director for approval PRIOR to contacting that person.

**Your Name:** \_\_\_\_\_

**Professional's Name and Credentials:** \_\_\_\_\_

**Affiliation:** \_\_\_\_\_

#### **What you hope to gain from the experience:**

Once approved you should contact the person and set up a time that you will complete this. Be prepared when you go to the experience. Dress professionally, bring paper and pen, and have questions to ask. After the experience, you will need to send a thank you note to the professional.

#### **Evaluation and Timeline:**

- A half page typed reflection of the experience
- Copy of your thank you note

Both experiences will be counted as supervised practice and must be completed prior to the fall semester of the senior/second year

**The University of Connecticut  
Coordinate Dietetics Program  
Tracking Document for Conditions**

**Intern Name:** \_\_\_\_\_

The intern is responsible to indicate which conditions are seen in each rotation. This form will be reviewed at the end of the semester/rotation at the final evaluations with the preceptor. The preceptor will verify the form by initializing the column. The form should be shared with the preceptor at the beginning of each clinical/counseling rotation after DIET 3155 to ensure all conditions are addressed. During the spring of the 2<sup>nd</sup> year spring semester the form will be reviewed by the UConn instructor to ensure that the interns see all bolded conditions.

<b>Condition</b>	<b>DIET 3155</b>	<b>DIET 3255 Cycle A</b>	<b>DIET 3255 Cycle B</b>	<b>DIET 4365</b>	<b>DIET 4455 &amp; 4491 (staff relief)</b>	<b>DIET 4435 (if counseling)</b>	<b>DIET 4991 (counseling)</b>	<b>DIET 4991 (specialty)</b>
<b>Overweight &amp; obesity</b>								
<b>Endocrine Disorders</b>								
<b>Cancer</b>								
<b>Malnutrition</b>								
<b>Cardiovascular disease</b>								
<b>GI disorders</b>								
<b>Renal disease</b>								
Liver disease								
Maternity								
HIV								
Transplant								
Preceptor initials								

### **Mentoring Experience for Coordinated Program Students**

Each student must complete a mentoring experience. It is important to have a fully developed mentoring experience. To complete this assignment, each intern will define, implement and evaluate a meaningful mentoring experience; submitting a reflection about the experience by the end of the program. The student will submit the reflection through an assignment portal on the compliance website on HuskyCT. A resource is available on HuskyCT to help you better understand mentoring.

Ownership of the mentoring experience is important and the intern will take leadership of this. The requirement may be fulfilled in many ways. Following are some examples:

- Mentor and guide an undergraduate didactic student interested in a dietetic internship &/or coordinated program, assisting him/her with undergraduate steps necessary to pursue the career. This could be someone who is thinking of applying to internships or Coordinated Programs.
- As a 2<sup>nd</sup> year student you will mentor a 1<sup>st</sup> year student with a wellness presentation. This experience could be expanded and you could continue this relationship throughout the program and beyond.
- Return to your high school and speak with students about dietetics as a career option.

There are lots of possibilities! Please ask if you have any questions.

## COORDINATED PROGRAM IN DIETETICS

### STUDENT POLICIES 2021-2022

The "Clinical" practical setting, or supervised practice experience, is essential to allied health education. It is in this setting that you will learn to work with patients and apply the skills learned in the classroom. The departments, institutions and practitioners in these settings are donating their time to your education. When you are in these settings, you are a "privileged associate." You must remember that you are expected to be a part of the institution with its unique policies and procedures. Each program's policies vary with the nature and scope of clinical interaction with patients, files, hospital personnel, etc. You will be given a Clinical Student Handbook for your specific program at the start of the professional program that outlines all clinical requirements and policies. ***It is your responsibility to know what the clinical requirements are for your program.***

You are responsible for adhering to all policies and procedures as described, as well as any additional policies and procedures of the facilities to which you are assigned for supervised practice. Students also must adhere to policies related to the use of the cafeteria, library, etc. when applicable.

Students are to keep campus and home addresses current on file in Room 228 of Koons Hall, the Department of Allied Health Sciences.

#### 1. Clinical Education Policies

Students must:

- Must purchase tracking package in Complio for \$15. Have a completed physical examination on file at UConn Intern Health Services prior to the beginning of the dietetic internship, which includes PPD test, required lab work and immunizations including Hepatitis B and COVID vaccinations. These documents must be uploaded into Complio as well.
- Be certified in Cardiopulmonary Resuscitation (CPR) throughout the duration of the program
- Provide proof of health insurance prior to registration into Complio. You must update this if there is a change.
- Placement in the clinical setting requires state and federal criminal records background checks at one or more points during the program and some sites require drug screening before an intern can begin interacting with patients. The costs of meeting these requirements are the responsibility of the intern. Positive reports related to criminal records or drug use may preclude placement in required clinical experiences and therefore completion of the Dietetics program requirements. Complete 10-panel drug screen for \$32 through Complio. The University is not responsible for arranging clinical placements required for degree completion under these circumstances. In some circumstances additional costs may be incurred.
- Complete criminal background check by Complio for ~\$28.40 base price (plus any state/international fees); \$7 for FACIS 3.
- Students must meet all requirements of each supervised practice site; if a student does not comply the University is not responsible for arranging clinical placements required for degree completion under these circumstances. In some circumstances additional costs may be incurred. Please note that sites may change requirements at any time and the student must comply.

- Must have a fle shot by the beginning of October.
- Arrange and pay for their room, board, and transportation

## 2. Attendance

- The Coordinated Program is held accountable to the students and Accreditation Council for Education in Nutrition and Dietetics (ACEND) to ensure that a minimum of 1200 hours of supervised practice is fulfilled and documented. Students must therefore **make up all absent hours** since no allowance for absenteeism is in the schedule. Hours are made up and scheduled with the preceptor or clinical instructor prior to dates of “make-up”. The first three semesters of the program the traditional Academic Calendar is followed. ***Students should be aware that practicum course work does not always adhere to the University semester schedule.*** Students are required to complete supervised practice experiences in irregularly scheduled times, i.e., January Intercession of the Senior/Second year. During the second year of study supervised practice begins right after New Year’s. All students must complete the six-credit six-week externship immediately following the conclusion of the spring semester of the second year (additional cost).
- Tracking of hours:
  - During supervised practice for the first two semesters of the program practicums hours are tracked by faculty/clinical instructors/preceptors. In the 2<sup>nd</sup> year and externship, the student is responsible for tracking hours in CoreElms. The student **MUST** document hours daily in system. The preceptor will sign off on the hours on a weekly basis. In some situations, students will need to document accomplishments during the hours.
  - There may be non-worksite supervised practice hours during courses. The student **MUST** be present for all of these experiences.
- Faculty and instructors are strongly encouraged to make reasonable accommodations in response to student requests to complete work missed by absence resulting from religious observances or participation in extra-curricular activities that enrich their experience, support their scholarly development, and benefit the university community. Examples include participation in scholarly presentations, performing arts, and intercollegiate sports, when the participation is at the request of, or coordinated by, a University official. Such accommodations should be made in ways that do not dilute or preclude the requirements or learning outcomes for the course. Students anticipating such a conflict should inform their instructor in writing within the first three weeks of the semester, and prior to the anticipated absence, and should take the initiative to work out with the instructor a schedule for making up missed work. For conflicts with final examinations, students should contact the Office of the Dean of Students.
- Personal Days: The dietetic intern is permitted four personal days during the internship (2 per year). These days are not vacation days. The personal days are intended for excused absences, illness and emergency situations only. If a student is absent due to illness for three or more days consecutively, a doctor’s note must be provided.

Competence in all areas is expected. The student may need to make up hours in a specific area if the absence impedes learning.

- Time absent is either excused or unexcused

- Excused absence includes:
  - Illness (your preceptor or clinical instructor may request that you present a medical excuse when absent). If you are ill, notify the clinical instructor (fifth, sixth and seventh semester students) or the dietitian/preceptor at the practicum facility (Senior/Second spring semester & externship).
  - Unavoidable emergencies or deaths of family member or close friend
  - Severe inclement weather  
You are in a variety of sites for supervised practice and we usually know when a storm is coming. In most situations you will discuss this with your preceptor the day before to make arrangements. Your preceptor may have a project that you are able to work on from home and not lose the hours. The Dietetics Director or Clinical Coordinator are happy to answer specific questions.

Hospitals are open 24 hours per day 7 days per week and must have coverage. The Coordinated Program is a training program and you are students. When you are completing supervised practice at hospitals you will follow the guidance put forth by the state of CT. The notification system may be found at <http://www.ct.gov/demhs/cwp/view.asp?a=1934&Q=287788>. Follow announcements for non-essential employees for early release, late openings, and closure.

Please remember that your safety always comes first. State of CT employees may still be required to go to work but UConn may close; you may choose not to go to supervised practice because of fear of driving. This would be considered an excused absence, however, your hours will need to be made up. Even if UConn is not closed and you are concerned for your safety; that is what is most important. You may choose to go to supervised practice if you like and it is agreeable with the supervisor.

- Other valid reasons for which permission has been obtained from your instructors or preceptor and the internship liaison prior to your absence. Examples include job interviews or death of family member or close friend
  - Religious holidays
  - Unexcused absences include all other situations including vacations outside the academic calendar. The taking of unexcused time will result in academic penalties to be imposed at the discretion of the instructor in consultation with the Dietetics Director. Unexcused absences from supervised practice time jeopardize continued participation in the Program.
- The Program will try to accommodate leaves of absence. Please note that Dietetics courses are only offered once per year.
  - Banked time: if the student chooses to do additional work, comes in for extra experiences, or volunteers for an event; he/she may be able to bank the additional hours. In order for time to be banked, it must be approved by the Dietetics Director, Education Coordinator, Course Instructor, or preceptor prior to incurring the time. This time may count if needed in the event of an illness or an excused absence. However, it should be noted that the intern must be receive a grade of C or better in all rotations.

- You are expected to be on time for supervised practice experiences. Practicum time can only be altered by the instructor/preceptor. Late time will be made up at the convenience of the instructor/preceptor. Your schedule is determined by your facility preceptors. Patient care does not always fall within a set daily schedule and, therefore, you may occasionally be involved in patient care that extends beyond the scheduled clinical time. You have the professional duty to stay and complete the necessary work.
- As a professional-in-training, your work and project responsibilities must be completed prior to leaving your supervised practice facility. As a result, you may need to stay past the scheduled shift to complete the day's assignments. The additional time may or may not be counted as supervised practice hours. This determination will be at the sole discretion of the on-site preceptor. However, if a student requires more time to complete the regular tasks, this time will not count toward additional supervised practice hours.

### **3. Course/Class Schedule**

The Dietetics Director reserves the right to ask a student to change into a different section/group. The student must comply with the request. The Dietetics Director has the right to administratively make the change.

### **4. Injury or Illness at Supervised Practice Site**

- Students are to immediately report their illness, injury or exposure to a communicable disease, e.g. tuberculosis or an environmental toxin to their clinical instructor during the first three semesters of the Program. If the illness or injury occurs at the practice site during the fourth semester the student is to report it to their supervisor (clinical preceptor). Students are responsible for medical costs that might incur due to the incident. The clinical instructor or preceptor will follow the procedures established at the facility. They also need to report the injury or environmental exposure to the Dietetics Program Director who will complete an incident report (Academic Coordinator Telephone Report Check List) to be kept on file in the Department of Allied Health Sciences. If it is necessary for the student to leave the site due to injury or illness, the hours missed are considered excused time and would need to be made up at the convenience of the practice site.

### **5. Dress**

- As an intern, you will be required to wear a uniform at most rotations. Uniforms will consist of a UConn Dietetics polo shirt, black dress pants (no spandex or jean material), professional black shoes. A long sleeve white shirt may be worn underneath the polo shirt. White or black cardigan sweaters may be worn. You will be required to wear a UConn name tag for all rotations.
- Professional attire will be required for some rotations for all other rotations that the uniform is not required.
- Men must wear collared shirts and ties or sweaters and must be clean-shaven.
- Acceptable attire for women include: skirts, blouses, sweaters, dresses or dress slacks, stockings and basic closed toe shoes (no sneakers or boots). Jeans, shorts, tee shirts, miniskirts, leggings, and sweatshirts are not permitted, nor are any clothing that reveals the midriff or is low cut or tight fitting.

- When considering shoes you should think about purchasing foodservice safe slip-proof shoes such as Tread Safe or Shoes for Crews. These would be appropriate for all rotations.
- In community UConn based community rotations, "Casual" business, comfortable neat attire (no jeans, flannel shirts, sweatshirts) for all community sites. Comfortable closed toe shoes must be worn in pantries and schools. UConn name tags must be worn. For Foodshare mobile pantry or other outdoor assignments please dress according to the weather and that does include jeans and sweatshirts. Note: you are welcome to wear the clinical uniform noted in the handbook if you desire.
- All clothes must be neatly pressed.
- Name tags must be purchased at the UConn Bookstore (~\$10) prior to beginning the first rotation. It should state **Name, Dietetics Student, University of Connecticut**.
- During assignments in Food Service, hairnets are to be worn. Nail polish of any kind and/or artificial nails are not permitted.
- Jewelry, if worn, should be conservative.
- If the instructor/preceptor feels you have not met these standards, you may be sent home. This will be considered an "unexcused absence." (See number 2)
- If there is a question as to whether or not to wear a piece of clothing either do not wear it or consult the clinical instructor.
- Body pierced objects beyond pierced earrings must be removed during supervised practice hours.
- Tattoos must be covered.
- Professional attire is required at all conferences and when giving presentations in the classroom.

## 6. **Transportation and Parking**

- Transportation and parking are the responsibility of the student. The student is liable for safety in traveling to and from assigned areas.
- Under Connecticut law, the owner of a private passenger automobile is required to have an insurance policy providing the following minimum coverage:
  - Liability protection of 20/40/10 (\$20,000 for any one person, \$40,000 for any one accident, \$10,000 for property damage), and
  - Uninsured motorist protection of 20/40 (\$20,000 for any one person, \$40,000 for any one accident).
  - The University is not responsible for liability.
- Transportation Costs: Varies widely depending upon opportunity to car pool and travel distance. Distance ranges from approximately 30 miles/week in the fall of Junior /First year to 150 miles/week or greater during the fall semester of Senior/Second year. Cost of travel during the Spring semester of the Senior/Second year and Externship is dependent upon where the student lives. Travel cost may range from approximately \$60.00 during the Fall semester of the Junior year to \$300.00 during the Spring semester of the Senior/Second year and Externship.

## 7. **Medical Records**

- Medical records are legal and confidential documents. Coordinated Program students are expected to comply with HIPAA regulations. Information in records should only be shared

with those professionals in the supervised practice setting with a legitimate need to know and only in appropriate work areas. This information should not be shared outside the supervised settings under any circumstances. The disciplinary process will be followed as outlined in the Handbook.

## 8. HIPAA & OSHA

- Students on clinical rotation will have access to confidential patient medical information. Therefore, you have a moral, ethical and legal responsibility to maintain the confidential nature of this information. The Department of Allied Health Sciences will provide training to maintain HIPAA and OSHA (Occupational Safety and Health Administration) compliance. You are NOT allowed to discuss patient information in public places (i.e., cafeteria, elevators, lobby) where patients, relatives, or other guests may overhear. You are also forbidden from storing or transmitting confidential information electronically. Any unauthorized release of confidential information by any student to unauthorized personnel will be grounds for immediate dismissal from the program. Some supervised practice sites may require you to complete their site training. The student MUST comply. Time spent will count towards supervised practice hours.

## 9. Outside Employment

- The Program recognizes that given the cost of higher education, many students have a need to work while attending the university. However, we have found that outside work during the academic year in the Coordinated Program has conflicted in the past for some students with learning experiences and the ability of students to meet the expected competencies for entry-level practice. The work responsibilities and performance expectations grow incrementally with each semester.

## 10. Fees and Expenses

- The student is responsible for payment to the University of the **usual tuition and fees** as paid by all University students. The program is 4 semester and a 6 week- 6 credit externship. Each semester and externship are a cost to the student. If additional undergraduate courses are required they will be at the student's expense. If you are in the graduate program, additional time and cost may be needed. Additionally, the professional courses have added expenses associated with participation in the clinical setting (i.e., lab coats, name tags, texts, uniforms, parking at clinical sites). ***You are required to pay full fees and tuition and summer fees if applicable during off-campus affiliations.***
- The student is responsible for payment of the **professional liability coverage** (malpractice insurance). You are billed for this annually on your University fee bill for each year in professional courses. *Students who withdraw from the course and/or program (voluntarily or otherwise) are not entitled to a refund of this fee.* You are additionally responsible for payment to the agency of any fees charged by that agency for the education program, housing and/or food.

## 11. Rotations

- Two to three days before the start of a rotation contact the preceptor in order to discuss

the following:

- the schedule
- appropriate attire
- special projects
- Remember that preceptors have many responsibilities in addition to teaching. Respect their time and review appropriate materials, policies and procedures before beginning.

## **12. Student Support Services**

- Students are encouraged to utilize the Office of Academic Affairs in the Department of Allied Health Sciences. The Office assists students with questions regarding curriculum, academic and clinical policies, and personal issues that impact academic performance in both didactic and clinical courses.
- Many Student Support Services are available. A listing may be found at (<https://csd.uconn.edu/>)
- You may use Student Health and Wellness (SHaW) services on campus. If your insurance company participates with Student Health Services (SHaW), you will need to provide the co-payment. If your insurance is not participating, you must pay the charge and seek reimbursement from your insurance company.

## **13. Assessment of Prior Learning.**

- Procedures are followed to evaluate course work as described by Undergraduate Transfer Admissions at the University.
  - Course work must be comparable in content and quality to University of Connecticut offerings.
  - A minimum grade of “C” or better is required.
  - The Dietetics Program Director will review coursework on an individual basis.
- Assessment for prior learning for supervised practice will be on an individual basis and a request for evaluation must be in writing to the Dietetics Program Director.
  - Assessment will be based on competency/knowledge learned, not number of hours spent in experience.
  - The student will need to provide evidence that competencies were met.
  - A review panel consisting of the Dietetics Director and two faculty members will review the request and provide a written response to the student with one month of receipt of the request.

## **14. Grades and Academic Standards**

- Students must demonstrate a “C” (73 or higher) or better mastery in all main courses required, both didactic and supervised practice experiences, in order to fulfill Program requirements and move on to the next semester.
- Grades of “C-” or lower in Dietetics courses will mandate repeating the course prior to continuing in the program or dismissal.
- DIET 4365, Applied Dietetics Practicum, has multiple components. The student must receive a “C” or better in each of the separate areas to continue in the program.
- Any questions relating to grades, policies or learning experiences for a specific course are to be directed to the faculty person responsible for the course.

- Students should be aware that the projects and class assignments may extend beyond the regular academic schedule. These often include supervised practice experiences, projects, field trips, etc.
  - During all Dietetic courses, students may withdraw from a course/practicum for any reason up to the 9th week of the semesters for 14 week courses. During DIET 4415, 4435, 4455 and 4475 students will be allowed to withdraw without penalty of failure up to beginning of the third week. A “W” will be recorded for these drops. The reasons for withdrawal would include but are not limited to: poor academic performance, poor clinical judgment or illness. Beyond this point, students can only withdraw for catastrophic circumstances, i.e., illness, death in the family, or withdrawal from the program. Circumstances within their control, i.e. poor performance or non-adherence to policies and procedures will be considered a failure in the course. The University refund policy may be found at <https://bursar.uconn.edu/checks-and-refunds/>.
- Students must complete the program within 150% of the commencement of the program (within 3.165 academic years of program commencement)

## 15. **Graduate School Requirements**

Students in the CP Masters’ Program must meet Graduate School Standards as well as Supervised practice standards. The following standards may be found at <http://gradcatalog.uconn.edu/guidelines-for-grad-study/standards-degree-requirements/#MastersProg>.

### A. Course Grades

- The letter A signifies work of distinction.
- The letter B represents work of good quality, such as is expected of any successful graduate student.
- The letter C represents work below the standard expected of graduate students in their area of study. It is recognized that work of C quality in a supporting area may be of benefit to students and that they should not be discouraged by the grading system from including some supporting work in their programs. Such work shall be identified on the plan of study. Plus and minus values may be assigned to all but failing grades, are entered on the permanent record, and are computed into the student’s grade point average.
- A grade of D+, D, or D- signifies work of unsatisfactory quality. If a graduate student receives any form of a D grade, the course may not remain on the plan of study and the student’s eligibility to continue in the degree program is reviewed by the student’s advisory committee.
- The grade of F or U signifies failure in the course and necessitates a recommendation by the advisory committee to The Graduate School as to whether or not the student shall be permitted to continue graduate study.

- B. Students are required to maintain in their course program at least a B (3.00) average, for which a grade point average will be computed using the following scale:

A	4.0		C	2.0
A-	3.7		C-	1.7
B+	3.3		D+	1.3
B	3.0		D	1.0
B-	2.7		D-	0.7
C+	2.3		F	0

Maintenance of good academic standing in The Graduate School requires a cumulative grade point average of 3.00 or higher at all times while enrolled in a graduate program. An official transcript of an individual's graduate academic career, however, includes grade point average calculations based on all coursework completed during the student's graduate career (including any 1000's level courses). Credits completed elsewhere and accepted in transfer by The Graduate School do not affect the student's University of Connecticut grade point average in any way.

Whenever a student's cumulative average falls below 3.00, the program is to be reviewed by the student's advisory committee to determine whether or not the student shall be permitted to continue graduate study.

#### **16. Retention and Remediation Policy**

The University monitors academic performance throughout the student's career. The University has a Center for Students with Disabilities that may be able to assist (<https://csd.uconn.edu/>). Courses may be repeated for credit, the University has a policy for grade forgiveness (<http://registrar.ucf.edu/grade-forgiveness>). If a student has any issues or learning difficulties in a course, it is strongly encouraged that the student inform the instructor and the Program Director. The program will try to find a tutor for the student. If a faculty member, clinical instructor, or preceptor identifies an issue with a student's performance, the Program Director must be informed.

No matter how the situation unfolds, the Program Director will convene a meeting with the student. A plan will be put into place to try and resolve the issue prior to the start of the following semester. The plan may include tutoring and/or additional hours in supervised practice. The student may incur an additional cost. The student will be re-evaluated after remediation and prior to the start of the next semester to determine if the student is able to continue in the program or should consider another major of study. Since Dietetics courses are only offered once per year, a student would need to extend time at UConn if not ready to progress to the following semester. If it is determined that the student will not be successful in the program, the student will be counseled out and assisted to find a suitable major. A student may choose to follow the grievance procedure as outlined in the Handbook.

#### **17. Professional Behavior**

Suggestions on exhibiting professional behavior while working with others include:

- Cell phone usage: during the work day cell phones should be turned off or to vibrate. **Only work related calls**, text messages, email may be accessed during work hours. Non-work related messages should only be addressed while on breaks.
- If you don't know an answer, research the question and report back. Timely and thorough follow-up signify a responsible professional.
- All employees or staff may not be familiar with you and your role in the Department, therefore:
  - If assigned to work in a specific area, introduce yourself to the employees. Explain your assignment and ask how you can achieve the goals and objectives without impeding their work.
  - When using equipment, supplies or work space, check with the appropriate employees to be sure you will not be interfering with their assignments.
  - When you are finished, clean the equipment area and place all materials in their appropriate place(s)
  - Thank the employees for any assistance or participation they may have provided
- All managers and dietitians have their own style of working, patient interaction and documentation with which you may agree or disagree. However, the basic content should reflect the standards of care set by the Department and the Profession of Dietetics. If at any time you feel these standards are being compromised, discuss them with the preceptor and if not resolved, with the Internship Liaison. If the Liaison should be the preceptor, then discuss your concerns with the Director of the Department or the Program Director at the UConn.
- Proficiency/competence is the outcome that must be achieved in each individual rotation. Competence is not only knowledge of didactic information but involves affective behavior. In order to perform successfully in the field, the student must demonstrate acceptable affective behavior. If a student's professional behavior fails to meet the established guidelines, a meeting must be arranged between the student, the preceptor, and the instructor of the course to identify, evaluate and resolve the problem. The Program Director will be notified of the problem and will be involved in the discussion. After this initial meeting, if the student continues to demonstrate the inappropriate behaviors in one or more areas, the disciplinary process will be followed as outlined in the Handbook. Obtaining a "C" or better in supervised practice evaluations is a prerequisite to continue in the program. Since Dietetics courses are only offered once per year, a student would need to extend time at UConn if not ready to progress to the following semester. If it is determined that the student will not be successful in the program, the student will be counseled out and assisted to find a suitable major. A student may choose to follow the grievance procedure as outlined in the Handbook.

## 18. Employment at the Clinical Site and Purpose of Supervised Practice

- In the supervised practices setting, students will not perform service work or engage in employment during regular academic hours. Service work by students in the supervised practice setting outside of regular academic hours must be noncompulsory, paid, supervised on-site and subject to the employee regulations of that site.

- The supervised practice provided the student for the educational purpose; the intern cannot be used to replace an employee.

## **19. Confidentiality of Student Records**

The Family Education Rights and Privacy Act protects the privacy of educational records, establishes the student's rights to inspect their educational records, provides guidelines for correcting inaccurate or misleading data for the protection of the student. (Detailed information concerning this may be found at <http://ferpa.uconn.edu/>).

The student has the right to access his/her own file.

## **20. Modes of Communication**

Communication is a key component of the Coordinated Program and open lines of communication need to be maintained between faculty and staff. To this end, students need to fully utilize the following:

- Email: Use of email is the communication system of choice among the Dietetics Faculty. All students are to communicate through their UConn email account. Students MUST check email daily if not more frequently and respond accordingly.
- Other Contact Information: At the beginning of the first year, the Dietetics Director collects the current and permanent addresses and phone numbers of each student. It is the student's responsibility to inform the Director of any changes throughout the remainder of the program.
- HuskyCT: Most members of the Dietetics Faculty use this course tool as an integral component of their course. Students enrolled in these courses are expected to make use of this to the fullest extent necessary for the course.
- Program Mail Folders: Mail folders for each student are kept in a portable table file cabinet outside the Director's office. Faculty use these mail folders to distribute information and also to maintain contact with students. Students may use these as a way to communicate with classmates. All students are required to check their mail folder on a weekly basis.

## **21. Disciplinary Process, Withdrawal, Appeals, Grievance Procedures**

- **Disciplinary Process**
  - If a student does not comply with the standards and policies of the program, the disciplinary process as outlined below will follow:
    - Step 1: A verbal warning will be given to the student by the Program Director addressing the specific concern. Specific expectations to resolve the issue will be discussed and documented. A copy of which will be provided to the student.
    - Step 2: If the behavior continues, a written warning will be given by the Program Director. Specific performance or conduct problem(s) and proposed corrective action will be documented in a letter and reviewed with the intern. A copy of the corrective action will be provided to the Department Head. The intern will be given the original letter and a file copy will be kept in the intern's official folder.
    - Step 3: If the behavior continues after step 2, the student will be dismissed from the program.

- The student may follow the grievance procedure outlined below at any time during the process.

- **Grievances**

- Student grievances should first be handled with the clinical preceptor or classroom instructor/professor involved. At any point in the grievance process, students are encouraged to utilize the resources of the Department Academic Advisors. If the grievance has not been resolved to the satisfaction of the

student, he/she may appeal in writing within two weeks of the event to the Director of the Dietetics Program. After receipt of the written appeal, the student, the preceptor/ instructor/professor, and the Program Director will meet with the intent of resolving the grievance. If not resolved at this level, the student has the right to appeal to the Department Head in Allied Health Sciences. If not resolved the student may proceed with the grievance to Dean of Academic Programs, the College of Agriculture, Health and Natural Resources. The Dean's decision is final at the University. A complaint may be filed with ACEND. The procedure is explained on page 55 of the Student Handbook.

- If a student exhibits behavior that threatens or disrupts the mission of the University, their actions will be considered under the Student Conduct Code which includes disciplinary sanctions, rules of hearing and appeal. This may be found at <http://community.uconn.edu/the-student-code-preamble?>
- If a violation of a facility policy is under question, a meeting will be convened with the student, the clinical instructor, the Dietetics Director and the facility administration with the intent of resolving the issue. If not resolved at this level, the student has the right to appeal to the Department Head in Allied Health Sciences. If not resolved the intern may proceed with the grievance to Dean of Academic Programs, the College of Agriculture, Health and Natural Resources. The Dean's decision is final.
- **Policy & Procedure for Complaints by Preceptors and/or Faculty**  
Preceptors who have complaints about the University of Connecticut Coordinated Dietetics Program can present complaints to the Dietetics Director at UConn.
  - A preceptor with a complaint should bring the complaint to the attention of the Dietetics Director within two weeks of the situation. The Dietetics Director will investigate the complaint and will determine a fair and effective resolution. If the preceptor is not in agreement with the resolution, the preceptor may contact the Allied Health Sciences Department Head in writing.
  - The Dietetics Director ensures that retaliation for presenting the complaint does not occur.

**22. University's Policy against Discrimination, Harassment, and Related Interpersonal Violence**  
Found at <http://policy.uconn.edu/2015/12/29/policy-against-discrimination-harassment-and-related-interpersonal-violence/>

## 23. Program Costs

### Program Costs for Traditional CP 2021-2022

	In-State	Out-of-State
Tuition & Fees	\$ 18,524	\$ 41,192
Residence Hall (average) & Board	\$ 13,258	\$13,258
Summer Externship though nondegree. Fee schedule check <a href="https://summersession.uconn.edu/dates-fees/">https://summersession.uconn.edu/dates-fees/</a> (fee 2021)	\$3,829	
Name Tag	\$10	
Textbooks (per semester)	\$300-\$700	
Physical Exam and Lab Tests (varies based on health insurance)	\$200-300	
Health Insurance	\$3,198	
Complio Tracking & Background Services and Drug Screens (varies depending on number of states lived in)	~\$83	
Transportation Transportation (In first year and fall semester of the second year, students may carpool and share expenses but during spring of the second year a car is needed. Mileage varies but may be up to 150 miles per week.)	Variable	
Campus Parking ( <a href="https://park.uconn.edu/storrs-campus/">https://park.uconn.edu/storrs-campus/</a> )	Variable	
Parking at sites (some site may require fees)	Variable	
Fall/Spring CT Academy of Nutrition & Dietetics meeting	~\$50	
National Certified Professional Food Manager Exam	\$28	
Strongly Recommended: Academy of Nutrition and Dietetics	\$58	
* There may be additional costs for clinical compliance		

### Program Costs for the Master's Coordinated Dietetics Program 2020-2021

	In-State	Out-of-State	Regional
Tuition & Fees/Year*	\$ 20,352	\$42,264	\$ 31,248
Room & Board/Year (variable)*	\$13,258	\$13,258	\$13,258
Summer Externship though nondegree. Fee schedule link <a href="https://summersession.uconn.edu/dates-fees/">https://summersession.uconn.edu/dates-fees/</a> (fee 2020)	\$3,829		
Name Tag	\$10		
Textbooks (per semester)	\$300-\$700		
Physical Exam & Lab Tests (varies based upon health insurance)	\$100-200		
Complio Tracking & Background Services and Drug Screens (varies depending on number of states lived in)	~\$83		
Health Insurance	\$3,198		
Transportation (~150 miles/week may be able to carpool)	Variable		
Campus Parking ( <a href="https://park.uconn.edu/storrs-campus/">https://park.uconn.edu/storrs-campus/</a> )	Variable		
Parking at sites (some site may require fees)	Variable		
Fall/Spring CT Academy of Nutrition & Dietetics meeting	~\$58		

National Certified Professional Food Manager Exam	\$28
Strongly Recommended: Academy of Nutrition and Dietetics	\$50
* There may be additional costs for clinical compliance	

### **Educational Stipend**

- The Veteran's Administration Hospital may offer a limited number of educational stipends for students in the Coordinated Master's Program. Graduate students will be offered the opportunity to applying for these competitive stipends.

### **25. Verification Statements and Program Completion**

- Verification Statements of completion are issued to all students who have satisfactorily met the requirements of the Coordinated Program and have at least a Bachelor's degree. University of Connecticut Bachelor degree requirements must be met to receive a degree. These requirements include:
  - Students must demonstrate a "C" (73 or higher) or better mastery in Dietetics coursework during the program's two years and externship (2.11 academic years).
  - Meet a minimum of 'beginner or competent' in all clinical, community/counseling, food service, and research rotations during the final spring semester and Externship. It is expected that the student will be competent in most areas as he/she progresses through supervised practice. Competent is defined as: demonstrates sound knowledge and effective use of entry level skills; seeks assistance after investigating potential solutions.
  - Formal documented evaluations of performance will be reviewed with the student at the completion of rotations. These evaluations become a part of the permanent student file. Students have the right to review the file at another time.
  - The Externship must be completed prior to a verification statement being issued.
  - Students must complete the program within 150% of the of the time (within 3.165 academic years of program commencement)
- If the student has a Bachelor's degree, an official transcript from that college or university must be given to the Dietetics Director.

### **26. Evaluations and Progress Reports**

- Students receive continuous written feedback on academic performance through examination results, projects and papers. More formal evaluation is given to students at midterm, as mandated by the University. Students receive continuous informal feedback and written formal feedback at the conclusion of their supervised practice rotations from their clinical instructors. These evaluations become a part of the permanent and confidential student file. Students have the right to review the file at another time.

## **Guidelines for Developing Professional Behaviors**

The faculty of the Dietetics Program at the University of Connecticut is committed to providing opportunities for students to develop entry-level skills, knowledge and competence needed for exemplary practice in the field of dietetics. In order to develop into a respected professional, the student must have the opportunity to learn a set of behaviors and values to assure success and future growth. Evaluations will occur at the end of each rotation.

This manual is provided to all students and preceptors/instructor that work with our students. It is designed to accomplish 3 goals:

1. To identify and clarify the behaviors expected of a professional
2. For the faculty or preceptor to evaluate the student
3. For the student to evaluate his or her own performance

There are 11 areas of professional behavior described along with the specific evaluative criteria divided into 3 stages:

- A. Beginning Level behaviors (achieved by end of 1<sup>st</sup> year)
- B. Developing behaviors (achieved by end of Fall semester, 2<sup>nd</sup> year year)
- C. Entry Level behaviors (achieved by the end of each rotation, Spring semester, 2<sup>nd</sup> year)

At the end of each supervised practice experience, the preceptor/instructor will evaluate the student and the student will evaluate his or her own performance.

### **Grading**

P	Pass, the student successfully achieves the behavior
NI	Needs improvement in consistently achieving behavior
F	Failure, rarely or never achieves desired behavior

It is the prerogative of the preceptor/instructor to use either the short (following) or the long form. Generally, the short form is used for most students under most circumstances and the long form is used when adjustments need to be made.

If a student's professional behavior fails to meet the established guidelines, a meeting must be arranged between the student, the preceptor, and the instructor of the course to identify, evaluate and resolve the problem. The Program Director will be notified of the problem and may be asked to join the discussion if deemed necessary. After this meeting, if the student continues to demonstrate the inappropriate behaviors in one or more areas, it will be considered a failure of the supervised practice experience. A failure of any supervised practice experience results in removal from the Program even if the student's academic performance is "C" or better.

**Guidelines for Developing Professional Behaviors  
SHORT FORM**

	Grading
P	Pass
NI	Needs improvement (use long form)
F	Failure (use long form)

	Preceptor/Instructor	Student
<b>1. Commitment to learning</b>	_____	_____
<b>2. Interpersonal skills</b>	_____	_____
<b>3. Communication skills</b>	_____	_____
<b>4. Conflict resolution skills</b>	_____	_____
<b>5. Effective use of time and resources</b>	_____	_____
<b>6. Use of constructive feedback</b>	_____	_____
<b>7. Problem solving</b>	_____	_____
<b>8. Professionalism</b>	_____	_____
<b>9. Responsibility</b>	_____	_____
<b>10. Critical thinking</b>	_____	_____
<b>11. Stress management</b>	_____	_____

Date \_\_\_\_\_ Site \_\_\_\_\_

Class \_\_\_\_\_

Student \_\_\_\_\_

Preceptor/Instructor \_\_\_\_\_

# Code of Ethics

A preamble, 4 principles and 32 standards comprise the code

**NON-MALEFICENCE**

**AUTONOMY**

**BENEFICENCE**

**JUSTICE**

## PREAMBLE

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

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

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

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

## PRINCIPLES AND STANDARDS

### 1. Competence and professional development in practice (Non-Maleficence)

*Nutrition and dietetics practitioners shall:*

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

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

*Nutrition and dietetics practitioners shall:*

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

- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

### 3. Professionalism (Beneficence)

*Nutrition and dietetics practitioners shall:*

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

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

*Nutrition and dietetics practitioners shall:*

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

## Glossary of Terms

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

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

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

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

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

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

**Evidence-based Practice:** Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.<sup>5</sup>

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

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

# Approach to Ethical Decision-Making\*

## STEP 1

### STATE AN ETHICAL DILEMMA

Identify components of potential ethical dilemma

- Is it an ethical issue, OR a
- Communication problem, OR a
- Practitioner-patient issue, OR a
- Practitioner-supervisor/employer issue, OR a
- Legal matter
- What are the facts of the situation?
- Objectively identify the issue
- Who are key participants
- Identify your perceptions/values
- What further information is needed

## STEP 2

### CONNECT ETHICAL THEORY TO THE DILEMMA IN PRACTICE

Employ four key principles of ethical theory\*

- Autonomy
- Non-Maleficence
- Beneficence
- Justice

## STEP 3

### APPLY THE ACADEMY/CDR CODE TO THE ISSUE AND YOUR ETHICAL DECISION-MAKING

There are four principles of the current Academy/CDR Code of Ethics:

- Competence and professional development in practice
- Integrity in personal and organizational behaviors and practices
- Professionalism
- Social responsibility for local, regional, national, global nutrition and well-being

## STEP 4

### SELECT THE BEST ALTERNATIVE AND JUSTIFY YOUR DECISION

Identify possible alternatives to resolve the dilemma, considering:

- Cultural influences affecting your decision-making process
- How alternative solutions track with your values and your institution's values
- Your confidence in and ability to defend the ultimate decision?
- Whether the decision aligns with the Academy/CDR Code of Ethics and/or the SOPs/SOPPs
- How the decision might affect others and whether they will support it
- Make a final decision

## STEP 5

### DEVELOP STRATEGIES TO SUCCESSFULLY IMPLEMENT THE CHOSEN DECISION

Strategies to successfully implement the chosen resolution

- Seek additional knowledge to clarify or contextualize the situation as needed
- Implement chosen resolution

## STEP 6

### EVALUATE THE OUTCOMES AND HOW TO PREVENT A SIMILAR OCCURRENCE

- Monitor outcomes, ensuring intended outcome(s) are achieved
- What are the strategies to prevent a similar issue in the future?

## References

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).

\*Adapted from Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015; 115 (1): 119-121.

## INDIVIDUAL –VS– ORGANIZATIONAL ETHICS

### What if my ethics complaint concerns an organization or group, not an individual?

The Code of Ethics for the Nutrition and Dietetics Profession pertains to individual practitioners, not organizations. The Academy is an individual professional membership organization. Thus, the Academy cannot accept ethics complaints that pertain to organizations. If you have an organizational ethics issue:

- Reach out to the governing body or Board of Directors, if your concern involves a for-profit or non-profit organization,
- Consider contacting the American Hospital Association (AHA), if your concern relates to a hospital or healthcare system,
- The America's Health Insurance Plans (AHIP) may be able to assist, if your complaint involves a health insurer,
- Consider contacting the professional organization that represents that profession or their state department of professional regulation, if your concern relates to a non-CDR credentialed nutrition and dietetics practitioner that is not an Academy member.

## How Do I Know if it is Really an Ethics Issue?

In the Ethics Committee's experience, many of the matters brought to them are not ethics matters. Instead, the matters presented are business disputes, employment disputes, or legal matters. What is...



### AN ETHICAL ISSUE?

The violation of established rules or standards governing the conduct of a person or the members of a profession. An ethical issue is specific to one of the four principles and 32 standards of the Code.



### A LEGAL ISSUE?

Many state and federal laws apply to our profession. If a state or federal law has been violated, the issue could result in action by the Ethics Committee. However, not every violation of the law is a breach of the Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession.



### A BUSINESS ISSUE?

An issue may be a business issue, but not an ethical issue, if it arises from a business dispute or breach of a contractual obligation, or a failure to provide products or services of an expected quality. Examples include billing or contract disputes, scheduling problems or other dissatisfaction with services provided. You should not attempt to use the Code to resolve business disputes between practitioners, other health care providers or consumers.



### AN EMPLOYMENT ISSUE?

Employment issues can be addressed by an employer's policy or policies or can be resolved in the workplace via the appropriate structure to provide oversight (i.e., Human Resources) or through federal and state laws that protect employees. An employment issue may not be an ethical issue, such as a disagreement with a supervisor or other employee about how to conduct business. Additional examples of an employment issue include: disagreement about time or hours worked; misleading statements to supervisors, co-workers, customers, or vendors; and misusing an employer's assets.

## The focus of the code is:



EDUCATION



REMEDIATION



SELF-REGULATION

The purpose of the code is not policing practitioners.



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## Academy Scope of Practice: Tools for Determining Competence and Advancing Practice

**I**N THE PURSUIT OF LIFELONG learning, professional development, and the highest level of scope of practice, the individual registered dietitian (RD) or registered dietitian nutritionist (RDN) and dietetic technician, registered (DTR) must continually self-assess his or her skills, education, training, and knowledge, as well as his or her autonomy, responsibility, and accountability in the practice of nutrition and dietetics. These are the critical components of a profession. How a profession determines its unique role is answered through sources of professional direction. "Professions develop documents or statements about what the members feel is important in order to guide their practice, to establish control over practice, and to influence the quality of that practice."<sup>1</sup> Examples are social policy statements, scope and standards of practice, code of ethics, and state boards that operate under a practice act detailing

regulations to protect the health and safety of the public.

Responding to our members' requests, the Academy of Nutrition and Dietetics defined professional scope of practice characteristics and metrics through the development of the *Comprehensive Scope of Practice Resources for the Registered Dietitian or Registered Dietitian Nutritionist\** and the *Comprehensive Scope of Practice Resources for the Dietetic Technician, Registered*.

The Resources are an all-inclusive set of documents that describe the knowledge and skills the RD or RDN and DTR need to acquire in order to provide quality nutrition and dietetics care. The Resources describe the tasks and services RDs or RDNs and DTRs perform to meet employer, government, customer/client/patient, and other stakeholder requirements and opportunities. The Comprehensive Scope of Practice Resources assist the RD or RDN and DTR in their commitment to improving the nation's health through food and nutrition.

What is the next step in the process of defining competence in practice? Competence is essential for quality assurance and performance improvement. Competence is "a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis."<sup>2</sup> According to Principle 14 of the Academy of Nutrition and Dietetics and Commission on Dietetic Registration (CDR) Code of Ethics, "The dietetics practitioner assumes a lifelong responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice."<sup>3</sup> And according to an Academy/CDR Ethics Opinion, "Professionals who are competent use up-to-date knowledge and skills; make sound decisions based on appropriate data; communicate effectively with patients, customers, and other professionals; critically evaluate

their own practice; and improve performance based on self-awareness, applied practice, and feedback from others."<sup>4</sup> Credentialed nutrition and dietetics practitioners' effectiveness is gauged through the use of self-assessment competence tools. The Academy provides tools for determining competence and advancing practice via the Comprehensive Resources. They are:

1. Scope of Practice in Nutrition and Dietetics
2. Scope of Practice for the Registered Dietitian
3. Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitians
4. Scope of Practice for the Dietetic Technician, Registered
5. Standards of Practice in Nutrition Care and Standards of Professional Performance for Dietetic Technicians, Registered
6. Definition of Terms List
7. Scope of Practice Decision Tool

### SCOPE OF PRACTICE IN NUTRITION AND DIETETICS

The Scope of Practice in Nutrition and Dietetics is an overview of the profession that describes components of the scope of practice in nutrition and dietetics and assists with RD or RDN and DTR scope of practice decision making to provide safe, high-quality food and nutrition services. The article includes a Scope of Practice figure, a visual that outlines the education and credentials required for the RD or RDN and DTR, the references needed for managing and advancing practice, and the available standards and resources from the Academy and quality organizations.

### SCOPE OF PRACTICE FOR THE REGISTERED DIETITIAN

The Scope of Practice for the RD describes the roles and activities within which the RD or RDN performs. The RD's or RDN's scope of practice expands

*\*The Academy adopted the registered dietitian nutritionist (RDN) credential on March 13, 2013 (National RD Day), after the electronic publication of the five scope and standards of practice articles collected in this supplement to the Journal. All references to the registered dietitian (RD) in these articles and tools also apply to the RDN.*

Statement of Potential Conflict of Interest: The authors have no potential conflict of interest to disclose.

This article was written by **Becky Dörner**, RDN, LD, speaker of the House of Delegates, 2012-2013, and president, **Becky Dörner & Associates, Inc.**, Naples, FL; and **Marsha R. Stieber**, MSA, RD, chair, Quality Management Committee, 2012-2013, self-employed and a paid consultant with the American Society for Parenteral and Enteral Nutrition as clinical practice specialist, Mesa, AZ.

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## FROM THE ACADEMY

with advances in nutrition and food science, health care, and information technology, and is driven by national health quality initiatives and evidence-based research that demonstrates the impact of food and nutrition on health status, disease prevention and treatment, quality of life, and the safety and well-being of the public.

### STANDARDS OF PRACTICE IN NUTRITION CARE AND STANDARDS OF PROFESSIONAL PERFORMANCE FOR REGISTERED DIETITIANS

The Revised 2012 Standards of Practice (SOP) in Nutrition Care and Standards of Professional Performance (SOPP) for Registered Dietitians provide a synopsis of the rationale for the RD or RDN standards, details quality indicators, and reviews the role delineation and relationship between the RD or RDN and DTR. The SOP/SOPP is utilized by RDs or RDNs to:

- evaluate practice and performance through self-assessment;
- reflect the minimum competent level of practice and professional performance;
- measure quality and performance improvement through outcomes examples;
- outline quality indicators for practice and performance; and
- guide professional continuum growth and practice development.

The supplementary flowchart on how to use the SOP/SOPP in Figure 3 of the article illustrates the best method for implementing the 2012 SOP for RDs in Nutrition Care and the SOPP for RDs.

### SCOPE OF PRACTICE FOR THE DIETETIC TECHNICIAN, REGISTERED

The Scope of Practice for the DTR describes the roles and activities within which the DTR performs. The Scope of Practice for the DTR focuses on food and nutrition and related services provided by the DTR who works under the supervision of an RD or RDN when in direct patient/client nutrition care for the delivery of medical nutrition therapy (MNT). DTRs also work independently

in areas such as community/public health, business and industry, research, and management of food and nutrition services in a variety of practice settings.

### STANDARDS OF PRACTICE IN NUTRITION CARE AND STANDARDS OF PROFESSIONAL PERFORMANCE FOR DIETETIC TECHNICIANS, REGISTERED

The Revised 2012 Standards of Practice (SOP) in Nutrition Care and Standards of Professional Performance (SOPP) for Dietetic Technicians, Registered, provide a conceptual overview of the rationale for the DTR standards, details quality indicators, and reviews the relationship between the RD or RDN and DTR. The SOP/SOPP is utilized by DTRs to:

- evaluate practice and performance through self-assessment;
- reflect the minimum competent level of practice and professional performance;
- measure quality and performance improvement through outcomes examples;
- outline quality indicators for practice and performance; and
- guide professional continuum growth and practice development.

The supplementary flowchart on how to use the SOP/SOPP in Figure 3 of the article illustrates the best method for implementing the 2012 SOP for DTRs in Nutrition Care and the SOPP for DTRs.

### PRACTICE TOOLS

The RD or RDN and DTR use practice tools such as the Definition of Terms, the Scope of Practice Decision Tool, and Quality Management Practice Tips and Case Studies to assist in providing safe, culturally competent, high-quality food and nutrition services. The Definition of Terms is a cumulative anthology of definitions developed by the Academy. The term list is alphabetical and cross-referenced and includes descriptions, key considerations, and references. The definitions are broad based, have implications for use across the nutrition and dietetics profession, and are consistent with the regulatory and legal needs of the profession. The terms are a resource for the RD or RDN, the DTR, and other food and nutrition practitioners. As a reference document, the defi-

nitions serve as standardized language with standardized application in various practice settings.

The Scope of Practice Decision Tool is an online, interactive tool that permits an RD or RDN and DTR to answer a series of questions to determine whether a particular activity is within his or her scope of practice. The Tool is designed to allow RDs or RDNs and DTRs to critically evaluate, by using criteria resources, their knowledge, skill, and demonstrated competence. RDs or RDNs and DTRs utilize the Tool to define their individual competence within each separate activity. The Quality Management Practice Tips and Case Studies outline steps for frequently asked questions on quality care and service and review actual scenarios affecting credentialed nutrition and dietetics practitioners.

### RD OR RDN AND DTR RESPONSIBILITY

All RDs or RDNs and DTRs are individually responsible for knowledge and understanding of all Scope of Practice and Standards of Practice and Professional Performance resources and practice tools. The resources and tools aid RDs or RDNs and DTRs in assessing their individual scope of practice and, if applicable, statutory scope of practice, and support RDs or RDNs and DTRs in providing safe, high-quality food and nutrition services. The Academy's Quality Management Committee advises all RDs or RDNs and DTRs to have the most recent copy of the Scope of Practice in Nutrition and Dietetics and its components (as found in this supplement) in their personal libraries. The documents will continue to be reviewed and revised as new trends in the profession of nutrition and dietetics and external influences emerge.

### References

1. Finkelman A, Kenner C. *Professional Nursing Concepts: Competencies for Quality Leadership*. Sudbury, MA: Jones and Bartlett Publishers; 2010:21.
2. *Miller-Keane Encyclopedia and Dictionary of Medicine, Nursing, and Allied Health*, ed 7. 2003.
3. American Dietetic Association, Commission on Dietetic Registration. Code of ethics for the profession of dietetics and process for consideration of ethical issues. *J Am Diet Assoc*. 2009;109(8):1461-1467.
4. Gates G. Ethics opinion: Dietetics professionals are ethically obligated to maintain personal competence in practice *J Am Diet Assoc*. 2003;103(5):633-635.

# **Scope and Standards for RDNs**

Scope of Practice, Standards of Excellence, Standards of Practice (SOP), and Standards of Professional Performance (SOPP) are tools for credentialed nutrition and dietetics practitioners to determine competence, advance practice, and measure and evaluate an organization's programs, services, and initiatives. The RDN and NDTR must continually self-assess their skills, education, training, and knowledge, as well as their autonomy, responsibility, and accountability in the practice of nutrition and dietetics.

## **Academy of Nutrition and Dietetics: Revised 2017 Scope of Practice for the Registered Dietitian Nutritionist**

### **Abstract**

The Academy of Nutrition and Dietetics (Academy) is the world's largest organization of food and nutrition professionals and the association that represents credentialed nutrition and dietetics practitioners—registered dietitian nutritionists (RDNs) and nutrition and dietetics technicians, registered (NDTRs). RDNs integrate research, professional development, and practice to stimulate innovation and discovery; collaborate to solve the greatest food and nutrition challenges now and in the future; focus on systemswide impact across the food, wellness, and health sectors; have a global impact in eliminating all forms of malnutrition; and amplify the contribution of nutrition and dietetics practitioners and expand workforce capacity and capability. The Revised 2017 Scope of Practice for the RDN reflects the position of the Academy on the essential role of the RDN in the direction and delivery of food and nutrition services. The scope of practice for the RDN is composed of education and credentialing, practice resources, Academy Standards of Practice and Professional Performance, codes of ethics, accreditation standards, state and federal regulations, national guidelines, and organizational policy and procedures. The Revised 2017 Scope of Practice for the RDN is used in conjunction with the Revised 2017 Standards of Practice (SOP) in Nutrition Care and the Standards of Professional Performance (SOPP) for RDNs. The SOP address activities related to direct patient and client care. The SOPP address behaviors related to the professional role of RDNs. These standards reflect the minimum competent level of nutrition and dietetics practice and professional performance for RDNs. A companion document addresses the scope of practice for the NDTR.

Complete article may be found at: [https://jandonline.org/article/S2212-2672\(17\)31624-6/fulltext](https://jandonline.org/article/S2212-2672(17)31624-6/fulltext)

# **Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists**

## **Abstract**

Registered dietitian nutritionists (RDNs) face complex situations every day. Competently addressing the unique needs of each situation and applying standards appropriately are essential to providing safe, timely, patient-/client-/customer-centered, quality nutrition and dietetics care and services. The Academy of Nutrition and Dietetics (Academy) leads the profession by developing standards that can be used by RDNs (who are credentialed by the Commission on Dietetic Registration) for self-evaluation to assess quality of practice and performance. The Standards of Practice reflect the Nutrition Care Process and workflow elements as a method to manage nutrition care activities with patients/clients/populations that include nutrition screening, nutrition assessment, nutrition diagnosis, nutrition intervention/plan of care, nutrition monitoring and evaluation, and discharge planning and transitions of care. The Standards of Professional Performance consist of six domains of professional performance: Quality in Practice, Competence and Accountability, Provision of Services, Application of Research, Communication and Application of Knowledge, and Utilization and Management of Resources. Within each standard, specific indicators provide measurable action statements that illustrate how the standard can be applied to practice. The Academy's Revised 2017 Standards of Practice and Standards of Professional Performance for RDNs, along with the Academy's Code of Ethics and the Revised 2017 Scope of Practice for the RDN, provide minimum standards and tools for demonstrating competence and safe practice and are used collectively to gauge and guide an RDN's performance in nutrition and dietetics practice.

Complete article may be found at: [https://jandonline.org/article/S2212-2672\(17\)31625-8/fulltext](https://jandonline.org/article/S2212-2672(17)31625-8/fulltext)

**Registered Dietitian Examination**  
**Test Specifications**  
**January 1, 2017 – December 31, 2021**

The Registration Examination for Dietitians is designed to evaluate a dietitian's ability to perform at the entry-level. The examination content domains and topics are outlined below.

- |             |   |            |
|-------------|---|------------|
| <b>I.</b>   | <b>Principles of Dietetics</b><br><b>A. Food Science and Nutrient Composition of Foods</b><br><b>B. Nutrition and Supporting Sciences</b><br><b>C. Education, Communication and Technology</b><br><b>D. Research Applications</b>                             | <b>25%</b> |
| <br>        |   |            |
| <b>II.</b>  | <b>Nutrition Care for Individuals and Groups</b><br><b>A. Screening and Assessment</b><br><b>B. Diagnosis</b><br><b>C. Planning and Intervention</b><br><b>D. Monitoring and Evaluation</b>   | <b>40%</b> |
| <br>        |   |            |
| <b>III.</b> | <b>Management of Food and Nutrition Programs and Services</b><br><b>A. Functions of Management</b><br><b>B. Human Resources</b><br><b>C. Financial Management</b><br><b>D. Marketing and Public Relations</b><br><b>E. Quality Management and Improvement</b> | <b>21%</b> |
| <br>        |   |            |
| <b>IV.</b>  | <b>Foodservice Systems</b><br><b>A. Menu Development</b><br><b>B. Procurement, Production, Distribution, and Service</b><br><b>C. Sanitation and Safety</b><br><b>D. Equipment and Facility Planning</b>  | <b>14%</b> |

Approved February 2016

## Fall Semester 2021

Mon, Aug 30	Fall semester begins
Mon, Sep 6	Labor Day – No classes
Tue, Sep 7	Last day to file petitions for course credit by examination
Mon, Sep 13	Courses dropped after this date will have a “W” for withdrawal recorded on the academic record. Last day to add or drop courses without additional signatures.
	Last day to place courses on Pass/Fail (Undergraduates only)
Mon, Sep 20	Last day for students to make up Incomplete or Absence grades (Undergraduates only)
Tue, Sep 21-Mon, Sep 27	Examinations for course credit by examination
Fri, Sep 24	Deadline to apply for graduation and to submit Final Plan of Study for conferral of a Fall 2021 degree
Tue, Sep 28	Dean’s signature required to add courses
Fri, Oct 8	Mid-semester progress reports due students from faculty
Mon, Oct 25	Registration for the Winter 2022 and Spring 2022 semester via Student Administration System begins
Mon, Nov 1	Last day to withdraw from a course
	Last day to convert courses on Pass/Fail option to letter grade (Undergraduates only)
Sun, Nov 21-Sat, Nov 27	Thanksgiving Recess
Fri, Dec 3	Last day for degree candidates to submit thesis and dissertation final copies to Submittable and related paperwork to Degree Audit in the Office of the Registrar for conferral of a Fall 2021 degree. It is recommended that students defend at least two weeks prior to this deadline to allow for revisions. Defense must be announced (doctoral students) two weeks prior to defending. (Graduate students only)
Fri, Dec 10	Last day of fall semester classes
Sat, Dec 11-Sun, Dec 12	Reading Days
Mon, Dec 13	Final examinations begin
Thu, Dec 16	Reading Day
Sun, Dec 19	Final examinations end
Sun, Dec 19	Conferral date for Fall 2021 degrees
Wed, Dec 22	Semester grades due at 4 pm
Fri, Dec 31	Last day for Plan B master’s students to submit final exam paperwork to Degree Audit in the Office of the Registrar (Graduate students only)

## Spring Semester 2022

Tue, Jan 18	Spring semester begins
Mon, Jan 24	Last day to file petitions for course credit by examination
Mon, Jan 31	Courses dropped after this date will have a “W” for withdrawal recorded on the academic record. Last day to add or drop courses without additional signatures.
	Last day to place courses on Pass/Fail (Undergraduates only)
Mon, Feb 7	Last day for students to make up Incomplete or Absence grades (Undergraduates only)
Tue, Feb 8-Mon, Feb 14	Examinations for course credit by examination
Fri, Feb 11	Deadline to apply for graduation and to submit Final Plan of Study for conferral of a Spring 2022 degree
Tue, Feb 15	Dean’s signature required to add courses
Fri, Feb 25	Mid-semester progress reports due students from faculty
Tue, Mar 1	Deadline to apply for Summer 2022 graduation (it is recommended that students submit a Final Plan of Study by the end of the Spring term)
Sun, Mar 13-Sat, Mar 19	Spring Recess
Mon, Mar 21	Registration for the Summer 2022 sessions and Fall 2022 semester via Student Administration System begins
Sat, Mar 26	Emergency closing class makeup date
Mon, Mar 28	Last day to withdraw from a course
	Last day to convert courses on Pass/Fail option to letter grade (Undergraduates only)
Fri, Apr 22	Last day to submit thesis and dissertation final copies to Submittable and related paperwork to Degree Audit in the Office of the Registrar for conferral of a Spring 2022 degree. It is recommended that students defend at least two weeks prior to this deadline to allow for revisions. Defense must be announced (doctoral students) two weeks prior to defending. (Graduate students only)
Fri, Apr 29	Last day of spring semester classes
Sat, Apr 30-Sun, May 1	Reading Days
Mon, May 2-Sat, May 7	Final examinations
Sat, May 7-Sun, May 8	Undergraduate commencement ceremonies
Sat, May 7	Graduate School Master's commencement ceremony
Sun, May 8	Conferral date for Spring 2022 degrees
Mon, May 9	Graduate School Doctoral commencement ceremony
Tue, May 10	Semester grades due at 4pm
Fri, May 20	Last day for Plan B master’s students to submit final exam paperwork to Degree Audit in the Office of the Registrar (Graduate students only)

## Accreditation Council for Education in Nutrition and Dietetics

The Accreditation Council for Education in Nutrition and (ACEND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, intern, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited or approved program to ACEND. The complaint must be signed by the complainant. Anonymous complaints are not considered. Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

**Program accreditation standards** may be found on ACEND's website at  
<http://www.eatrightpro.org/resources/acend/accreditation-standards-fees-and-policies>

**Procedures for handling program complaints** may be found at  
<http://www.eatrightpro.org/resource/acend/accreditation-standards-fees-and-policies/filing-a-complaint/procedure-for-complaints-against-accredited-programs>

If additional information is needed you may contact the ACEND's Education staff at the:

Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2190  
Chicago, IL 60606  
(800) 877-1600 extension 5400

**UNIVERSITY OF CONNECTICUT**  
**Department of Allied Health Sciences**  
**COORDINATED PROGRAM IN DIETETICS**

***I have read and agree to abide by the Policies of the University of Connecticut's  
Coordinated Program in Dietetics***

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***Signature***

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***Date***