**DT STUDENT**

**POLICY & PROCEDURES**

**HANDBOOK**

**2019 - 2020**



**DIETETIC TECHNICIAN PROGRAM**

**Dietetics & Nutrition Department**

**Building 14, Room 311**

**(937) 512-2756**

**Sinclair Community College**

**444 West Third Street**

**Dayton, Ohio 45402-1460**

The Handbook is intended to be a reference for students enrolled in the Dietetic Technician Program. Policies and Procedures are subject to change. Notification of changes will be posted electronically

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# **Goal of Practitioners in Health Delivery System**

The goals of providing excellent health care to every individual as his/her right stands above every objective in the development of health manpower. The individual who steps into the health care delivery system at any point must be competent to practice in the capacity in which he/she works.

*Academy of Nutrition and Dietetics*

# **Introduction**

This Dietetic Technician (DT) Student Policy and Procedures Handbook is available to students in the Dietetic Technician Program to guide them through their didactic educational training and in their supervised directed practice experiences. Each DT student is expected to uphold the responsibilities associated with the health care profession to the best of her/his ability, and to perform her/his duties in an ethical manner.

These policies apply to all students of the Sinclair Community College (SCC) Dietetic programs, not only currently enrolled students but linked Dietetic students, where appropriate, who intend to seek admission to the Dietetic Technician or Dietary Managers Programs. They also apply to individuals seeking reinstatement, as well as program transfer.

The Dietetics & Nutrition Department (DIT) is committed to equal opportunity for all applicants and students, and does not discriminate against anyone based on race, color, creed, religion, age, sex, national origin, citizenship, ancestry, disability, marital status, or veteran status. Supplemental information and revisions of the Student Policy and Procedures Handbook will be provided to DIT students as needed.

## **A Short History of Sinclair Community College**

Sinclair’s early history is entwined with that of the Dayton YMCA. In 1887, the YMCA offered arithmetic, freehand and mechanical drawing classes in a one-room evening school. Courses in business administration were offered later when the YMCA moved to a larger building at West Third and Ludlow Streets in 1910.

The YMCA College became Sinclair College in 1948 when it was renamed in honor of David A. Sinclair, general secretary of the Dayton YMCA from 1874 - 1902 and founder of the educational program. By 1959, the college was independently operated and separately incorporated as a nonprofit institution of higher learning under the laws of the State of Ohio.

Montgomery County Commissioners created the Montgomery County Community College District in June 1965. Downtown land, 20 acres in all, was acquired for the new campus. The new Sinclair campus opened its doors to students in September 1972. In 1989, Sinclair was selected for membership in the prestigious League for Innovation in the Community Colleges*.*

Sinclair is accredited by the Higher Learning Commission of the North Central Association. In 2000, Sinclair was chosen as one of only 12 Vanguard Learning Colleges in North America. The history (in years) of Sinclair College and the evolution of its DT program can be found on the following pages.

## **History of Sinclair Community College and Dietetics Education**

1887 Dayton YMCA began as a one-room evening school

1910 Additional courses offered with a change in venue

1929 Another venue change

1938 College-level courses offered

1948 YMCA College renamed Sinclair College

1959 Sinclair College as a two-year junior college; conferred associate degrees

1965 Nine-member board of trustees named; land for new campus obtained

1966 Ohio Board of Regents approved plans for the community college

1968 Nutrition course offered as continuing education for Dayton School Lunch personnel at the Sinclair College YMCA campus. Start of RD as part-time faculty.

1970 Initial accreditation by the North Central Association

1970s Initiated the development of the Food Service Management (FSM) Certification program

1972 New Sinclair campus opened in the present location

1973 Publication of the Federal Register on the Condition of Participation (Medicare/Medicaid) requirement for formally trained Food Service supervisors in nursing homes effective in 1974

 Development of Dietetic Assisting (DA) program to meet requirements of Federal Register

1974 DA program implemented. Program approval obtained from the American Dietetic Association (ADA)

1975 FSM program director hired

1977 "Needs Assessment” survey for Dietetic Technology (DT) program. Exploratory committee meetings held.

1979 RD part-time faculty employed full time. Teaching responsibilities in Dental Hygiene, FSM and DA, later known as Dietary Managers (DM) programs. Continued development of DT curriculum.

1982 Ohio Board of Regents (OBR) moratorium on new programs waived. OBR approved plans to offer DT program.

1983 ADA national manpower study on DT and DM needs. OBR preliminary report on allied health education in Ohio results showed increased need for DTs and DMs in Ohio.

1984 DT program received the Ohio Board of Regents’ Program of Excellence Grant. DT self-study document using the Essentials document submitted to ADA; received “Full Approval” status for six years.

1985 Adjunct faculty added to the department

1988 Adjunct faculty position changed to tenure-track

1989 Sinclair College selected for membership at the prestigious League for Innovation in the Community College

1990 DT self-study document using the Standards of Education submitted to ADA

1991 DT program received “Full Approval” status from the Commission on Accreditation/Approval for Dietetic Education (CAADE)

1996 DT program’s Five-year Evaluation document submitted to CAADE; approved

1997 Sinclair reaccredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools for 10 years

1999 CAADE postponed accreditation process for the DT program from 2001 to 2003

2000 Sinclair College chosen as one of only 12 Vanguard Learning Colleges in North America

2001 Commission on Accreditation for Dietetic Education (CADE) approved the Eligibility Requirement Accreditation Standards (ERAS) document for implementation in 2002

2002 Sinclair DT program received developmental accreditation from CADE (8/26/02) Sinclair DM program receives 5-year approval status from DMA

2003 Sinclair DT program application for initial accreditation from CADE (March 20, 2003). CADE accreditation team site visit (May 10 - 13, 2003). Sinclair DT program granted accreditation from CADE (October 1, 2003).

2007 Sinclair DM program receives 5-year approval status from DMA

2008 Program Assessment Report for reaccreditation (May 1, 2008). Department merges with Physical Education and renamed Exercise, Nutrition & Sport Sciences (July 1, 2008).

2012 American Dietetic Association (ADA) renamed Academy of Nutrition & Dietetics (AND) Commission on Accreditation for Dietetic Education (CADE) renamed Accreditation Council for Education in Nutrition and Dietetics (ACEND)

2012 Dietary Manager’s Association (DMA) renamed Association of Nutrition and Foodservice Professionals (ANFP)

 Semester conversion Fall 2012

 Sinclair DM program receives 5-year approval status from ANFP

2013 DT ACEND Site Visit (April 2013). Program granted 10-year accreditation status.

2014 Exercise, Nutrition & Sport Sciences becomes two departments: Dietetics & Nutrition (DIT) and Exercise, Wellness & Sport Science (May 2014)

# **Sinclair Community College**

**Sinclair Community College Mission:** Find the need and endeavor to meet it by providing high quality, accessible learning as a college of and for the community.

Sinclair Community College has a well-established mission, vision, goals, values and diversity initiatives. Sinclair Community College helps individuals turn dreams into achievable goals through accessible, high quality, affordable learning opportunities. The College’s mission is guided by their commitment to:

## **Mission**

* Offer transfer and technical associate degree programs, certificate programs and continuing education opportunities through a system of diverse resources and delivery alternatives accessible to the citizens of Montgomery County and the larger learning community.
* Provide quality instruction, educational activities, counseling, support services and assessment tools to facilitate the growth and development of lifelong learning and to assist individuals to achieve personal and professional goals.
* Prepare today’s work force to meet the needs of a rapidly changing technologically advanced, global economy through traditional and nontraditional alternatives.
* Challenge individuals to broaden their concepts of self, expand their views of the world and recognize their roles in a global society by fostering values that respect and celebrate diversity while promoting social responsibility, critical thinking, communication and innovation.
* Promote the development and implementation of new ideas, provide leadership for collaborative activities and serve as a resource center for community based and regional partnerships.
* Manage our human, physical, and financial resources in a caring, ethical and prudent way that facilitates a working and learning environment focused on continuous improvement.

##

## **Vision**

* Sinclair…Your Bridge to the Future.
* Before us lie uncharted worlds of opportunity.
* Sinclair will be the bridge into that future, giving open access to opportunity, intellectual challenge and self-discovery for students with diverse needs.
* With Sinclair, people will pursue their quests for lifelong learning through affordable, high quality education.
* At Sinclair, people will benefit from a caring approach to teaching and learning that provides personal attention and encourages individual growth.

## **Values**

Sinclair’s success shall hinge on turning these values into action:

* Dedication to quality and excellence
* Reliance on anticipation, imagination, and innovation
* Commitment to responsible citizenship within our community
* Adherence to the Sinclair credo – “find the need and endeavor to meet it”
* Confidence in the courage, determination, and diversity of our students, employees and supporters
* Belief in unlimited human potential

## **Diversity, Vision & Mission**

Sinclair Community College strives to create an inclusive environment in which all people are valued and supported. The goal within this environment is to recognize and acknowledge our similarities; to understand and respect our differences; and to prepare ourselves and our students to live, learn and work together in a global community.

In pursuit of this vision, the mission of diversity at Sinclair is to:

* Recruit a diverse student population and engage them in an open, supportive and responsive environment
* Employ a diverse faculty and staff to reflect the diversity in Montgomery County and beyond
* Use learning styles and strategies which are compatible with the needs of diverse students
* Offer a curriculum which reflects the contributions and experiences of a multicultural society
* Analyze continuously the diverse needs of our internal and external communities and endeavor to meet them
* Offer education and development opportunities on diversity for all employees
* Plan activities and special events on campus, which promotes diverse cultures

## **SCC Admissions Policy**

Admission to Sinclair Community College is open to all applicants. As part of the Health Sciences Division, the DT program has additional admission requirements. These include having a grade point average (GPA) of 2.0 or better in high school and any post-high school courses and completion of the Sinclair ACCUPLACER computerized placement testing and any developmental courses if indicated.

## **SCC Withdrawal and Failure Policy**

Withdrawal in Good Standing: A student may withdraw from any course on her/his own accord. A “drop” form must be completed and submitted to the Office of Registration and Student Records, or by utilizing the Web Advisor online system. The student must drop the course during the first 13 weeks of the semester and a grade of “W” will be recorded in the student’s permanent record. Failure to complete and submit the form within the first 13 weeks will result in the student receiving a grade, usually an “F” in the class.

## **SCC Student Rights and Responsibilities**

Sinclair Community College has established a Code of Student Conduct to ensure the safety and welfare of the student community. Students admitted to SCC adhere to the rules, regulations and policies set forth in the Student Code of Conduct. Students are entitled to the same fundamental rights, privileges and immunities that are guaranteed to all citizens of the United States.

In addition to his/her inherent rights and privileges as a Sinclair student, students voluntarily assume the obligation to fulfill the responsibilities of all citizens as well as obligations identified in the College’s mission and other lawful functions. SCC has the responsibility to develop policies, procedures and standards that will ensure protection of the rights of each member of the College community. Students are expected to:

* Obtain, read and comply with the College catalog, Student handbook, and any published regulations relating to student responsibilities
* Be respectful of the rights of others
* Comply with the directions of College officials
* Respect and comply with all the laws and rights of good citizenship
* Respect the freedom to teach and the freedom to learn

The President of Sinclair Community College has assigned responsibilities for implementation of the Student Code to the Vice President for Student Services.

## **SCC Student Grievance Procedure**

Academic and non-academic grievance procedures are found in the SCC Student Handbook and outlined below.

### **Academic**

If a student encounters a problem in a class and wishes to file a grievance, they should follow these guidelines:

1. Talk with the instructor and try to resolve the issue. If that does not work,
2. The next step is to contact the Dietetics Chair/Program Director.
3. Following this step, the student may take the problem to the Dean of the Health Sciences Division
4. If no resolution, the next step would be to discuss it with the Associate Provost
5. If the problem remains unresolved, the last step would be to discuss it with the Provost

### **Non-Academic**

Students who have a non-academic grievance with the college should follow this process:

1. First, attempt to resolve grievances informally with the person/parties involved
2. If no resolution, the next step would be to discuss the matter with the department supervisor or manager involved
3. If steps 1 & 2 do not resolve the complaint, submit a written grievance to the Ombudsman, Building 10, Room 424
4. The Ombudsman will review all of the information submitted by the student, will investigate the incident to determine if the grievance is supported by the information provided.
5. A letter will be sent to the complainant informing them of the outcome

## **SCC College Closure**

If in the event of a possible College closure due to unforeseen circumstances (i.e.: weather or civil disasters), the DIT student should check the automated 24-hour telephone information line (937) 512-2888. The student can also sign up for alerts sent straight to their mobile phone, and email alerts by texting Sinclair to 888777. Students should also check the eLearn system for instruction from their instructor. Students are not permitted on campus when the College is closed. No directed practice experience will be held when the college is closed.

# **The Dietetic Technician Program**

## **Accreditation**

The DT Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), a specialized accrediting body recognized by the Council of Postsecondary Accreditation and the United State Department of Education. ACEND is located at:

Accreditation Council for Education in Nutrition and Dietetics

120 South Riverside Plaza Suite # 2000

Chicago, IL 60606

## **Mission, Vision and Values**

The Dietetic Technician program is located within the Dietetics & Nutrition department. The program has developed its mission, vision and value statements to be compatible with the philosophy of SCC (refer to pages 9-11), Health Sciences Division, Academy of Nutrition and Dietetics (AND), and the Association of Nutrition and Food Professionals (ANFP), which are listed below:

### **HS Mission:** The mission of the Health Sciences division isto educate the students of the communities we serve to become competent and compassionate health professionals through the use of cutting-edge technology, health and wellness activities, evidence-based practice and inter-professional initiatives.

**AND Mission:** Accelerate improvements in global health and well-being through food and nutrition.

**AND Vision:** A world where all people thrive through the transformative power of food and nutrition.

### **ANFP Mission:** Position the Certified Dietary Manager as the expert in foodservice management and food safety.

**ANFP Vision:** The Certified Dietary Manager is the cornerstone of the collaborative Dietetics profession.

**DT Program Mission:** Empower students with food and nutrition knowledge, skills, and competencies for immediate employment as dietetic technician, registered or strive for the attainment of a baccalaureate degree.

**DT Program Vision:** Students embrace progressive career and lifelong learning attitudes as they positively influence food choices and lifestyles within their community.

**DT Program Values:** The following are the values established for the program:

* Excellence in the identification, development and delivery of quality programs, services and products
* Leadership in significant food, nutrition and health care delivery issues affecting student learning and application
* Integrity in all professional and personal actions and commitment to responsible citizenship
* Respectfor diverse viewpoints and individual differences
* Communication that is timely and effective
* Collaboration for action on issues affecting students and the community at large
* Fiscal responsibility in effectively providing and managing human and financial resources
* Action that is timely and strategic

## **Code of Ethics for the Profession of Dietetics:**

The dietetic practitioner:

1. Provides professional services with objectivity and with respect for the unique needs and values of individuals
2. Avoids discrimination against other individuals on the basis of race, creed, religion, sex, age or national origin
3. Fulfills professional commitments in good faith
4. Conducts herself/himself with honesty, integrity, and fairness
5. Remains free of conflict of interest while fulfilling the objectives and maintaining the integrity of the dietetic profession
6. Maintains confidentiality of information
7. Practices dietetics based on scientific principles and current information
8. Assumes responsibility and accountability for personal competence in practice
9. Recognizes and exercises professional judgment within the limits of her/his qualifications and seeks counsel or makes referrals as appropriate
10. Provides sufficient information to enable clients to make their own informed decisions
11. Who wishes to inform the public and colleagues of her/his services does so by using factual information. The dietetic practitioner does not advertise in a false and misleading manner.
12. Promotes or endorses products in a manner that is neither false nor misleading
13. Permits use of her/his name for the purpose of certifying that dietetic services have been rendered only if she/he has provided or supervised the provision
14. Accurately presents professional qualifications and credentials. The dietetic practitioner:
	1. Uses “RD” or “registered dietitian” and “DTR” or “dietetic technician, registered” only when registration is current and authorized by the Commission on Dietetic Registration
	2. Provides accurate information and complies with all requirements of the commission on Dietetic registration program in which she/he is seeking initial or continued credentials from the Commission on Dietetic Registration
	3. Is subject to disciplinary action for aiding another person in violating any Commission on Dietetic Registration requirements or aiding another person in representing herself/himself as an RD or DTR when she/he is not
15. Presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist
16. Makes all reasonable effort to avoid bias in any kind of professional evaluation. The dietetic practitioner provides objective evaluation of candidates for professional membership, awards, scholarships, or job advancements
17. Voluntarily withdraws from professional practice under the following circumstance: The dietetic practitioner
	1. has engaged in any substance abuse that could affect her/his practice
	2. has been adjudged by a court to be mentally incompetent
	3. has an emotional or mental disability that affects her/his practice in a manner that could harm the client
18. Complies with all applicable laws and regulations concerning the profession. The dietetic practitioner is subject to disciplinary action under the following circumstance: The dietetic practitioner:
	1. has been convicted of a crime under the laws of the United states which is a felony or a misdemeanor, and essential element of which is dishonesty, and which is related to the practice of the profession
	2. has been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to these principles
	3. has committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body
19. Accepts the obligation to protect society and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration.

# **DT Advisory Committee**

The Dietetics Chair/Program Director appoints members with input from the faculty, members of the advisory committee. Membership includes registered dietitians in various dietetic practices (consulting, clinicians, managers, educators); administrators of foodservices (hospitals and health care facilities); director of student services; an academic counselor; a graduate; a student; the program director and faculty.

The DT/DM Advisory Committee meets at least biannually. The agenda for these meetings may include the curriculum, program requirements, student profiles, directed practice sites, student recruitment and retention, diversity initiatives, dietetics practice, DTR/CDM exam information and statistics and other pertinent issues.

# **DT Curriculum and Training**

The DT program curriculum is planned to provide learning activities to attain all ACEND defined foundation knowledge and competencies for entry level practice as a dietetic technician, registered. The curriculum consists of didactic instruction, laboratory activities, and supervised directed practice experiences. Tenured as well as part-time faculty experienced in the practice of dietetics provides classroom instruction and laboratory activities. The faculty supervises directed practices with assistance from preceptors who are employed in the directed practice sites.

Didactic and supervised practice learning activities prepare students:

* for technical practice with patient/clients with various conditions, including weight management and obesity, diabetes, cancer, cardiovascular, gastrointestinal and renal diseases
* to implement selected components of the nutrition care process under the supervision of the RD with various populations and diverse cultures, including children, adolescents, adults, pregnant/lactation females and the elderly
* to implement selected interventions for food and/or nutrient delivery and nutrition education under the supervision of the RD

The DT curriculum requires 65 semester credit hours, which are divided into five semesters leading to a Dietetic Technician Associate of Applied Science degree. The program is a full-time, daytime program. **DT students are required to take the courses in sequence.** Exceptions though rare, are only possible with the approval of the Chair/Program Director.

In an attempt to meet the needs of students who may benefit from a part-time approach to the program, a three year track has been developed. The Dietetics Chairperson/Program Director must approve part-time course work by students.

The DT program includes 465 supervised practice hours, which are taken concurrently with specific courses and integrate theoretical concepts as well as problem-solving and critical thinking activities. These directed practices are achieved in clinical, out-reach, foodservice, and management areas in the community. Hospitals, nursing homes, and government/community service agencies are used as directed practice sites. A copy of the DT curriculum follows.

## **DT Curriculum**

|  |
| --- |
| **DIETETIC TECHNICIAN (DIT.S.AAS)** |
|  |  | **First Semester (Fall)** |  | **Credits** | **Lecture** |  **Lab** **Per Week** | **Directed Practice** **Per Week** | **Directed Practice** **Per Semester** |
| DIT | 1105  | Intro to Dietetics  |  | 1 | 1 |  |  |  |
| DIT | 1210 | Medical Terminology  |  | 1 | 1 |  |  |  |
| DIT | 1525  | Human Nutrition  |  | 3 | 3 |  |  |  |
| HMT | 1107 | Sanitation & Safety  |  | 2 | 2 |  |  |  |
| MAT | 1130 | Mathematics for Health Sciences ~**OR~** |  | 3 | 3 |  |  |  |
| MAT | 1470 | College Algebra  |  | (3) | (3) |  |  |  |
| CHE | 1111  | Introduction to Chemistry I |  | 4 | 3 |  |  |  |
| CHE | 1151  | Lab for Introduction to Chemistry I |  |  |  | 2 |  |  |
|  |  |  |  | **14** | **13** | **2** | **0** | **0** |
|  |  | **Second Semester (Spring)** |  |  |  |  |  |  |
| DIT  | 1630 | Nutrition in the Life Cycle  |  | 3 | 2 |  | 2 | 30 |
| DIT | 1635 | Community Nutrition  |  | 3 | 2 |  | 3 | 45 |
| HMT | 1101 | Basic Culinary Skills |  | 2 | 1 | 2 |  |  |
| CHE | 1121 | Introduction to Chemistry II |  | 4 | 3 |  |  |  |
| CHE  | 1161  | Lab for Introduction to Chemistry II |  |  |  | 2 |  |  |
|  |  |  |  | **12** | **8** | **4** | **5** | **75** |
|  |  |  |  |  |  |  |  |  |
|  |  | **Third Semester (Summer)** |  |  |  |  |  |  |
| HMT | 1112 | Food Principles and Basic Preparation |  | 4 | 1 | 6 |  |  |
| ALH  | 1101 | Introduction to Healthcare Delivery |  | 2 | 2 |  |  |  |
| PSY  | 1100 | General Psychology |  | 3 | 3 |  |  |  |
| ENG | 1101 | English Composition I |  | 3 | 3 |  |  |  |
|  |  |  |  | **12** | **9** | **6** | **0** | **0** |
|   |   | **Fourth Semester (Fall)** |  |   |  |  |  |  |
| DITDIT  | 21012240  | Eating Matters for Dining AssistantsEducation Methods & Materials  |  | 12 | 12 |  |  |  |
| DIT | 2510 | Institutional Foodservice Systems  |  | 3 | 3 |  |  |  |
| DIT | 2515 | Foodservice Practicum I  |  | 1 |  |  | 5 | 75 |
| DIT | 2520 | Lab for Foodservice Systems  |  | 1 |  | 2  |  |  |
| DIT | 2625 | Medical Nutrition Therapy I  |  | 3 | 3 |  |  |  |
| DIT | 2630 | Medical Nutrition Therapy Clinical I  |  | 3 |  |  | 8  | 120 |
|  |  |  |  | **14** | **9** | **2** | **13** | **195** |
|  |  |  |  |  |  |  |  |  |
|  |  | **Fifth Semester (Spring)** |  |  |  |  |  |  |
| DIT | 2305 | Food, Culture, & Cuisine  |  | 2 | 1 |  | 2 | 30 |
| DIT | 2310 | Lab for Food, Culture & Cuisine |  | 1 |  | 2 |  |  |
| DIT  | 2735 | FS Organization & Management |  | 3 | 3 |  |  |  |
| DIT | 2740 | Foodservice Practicum II  |  | 1 |  |  | 5 | 75 |
| DIT | 2845 | Medical Nutrition Therapy II  |  | 3 | 3 |  |  |  |
| DIT | 2850 | Medical Nutrition Therapy Clinical II  |  | 2 |  |  |  6 | 90 |
| DIT | 2855 | Dietetics Seminar  |  | 1 | 1 |   |   |   |
|  |  |  |  | **13** | **8** | **2** | **13** | **195** |
| **Total: 65 credits 465 directed practice hrs 255 lab hrs** |  | **65** |  | **16** |  | **465** |

## **Education Purpose of Supervised Practice**

Supervised practice is for educational purpose and not for employment purposes. While a student may complete supervised practice hours at the same facility they are employed they cannot be paid by the employer during the hours of their scheduled supervised practice (clinical learning) experience. Information regarding educational purpose of supervised practice is listed under item # 4 of the Student Acknowledgement Form (located on page 43). DT Students are required to sign this form acknowledging they understand they are not to be employed by a facility during scheduled supervised practice hours.

# **DT Graduation and Program Completion Requirements**

Students have a maximum of five years to complete the entire program. Students exceeding this 5-year time limit will be required to repeat math and science courses and ServSafe certification. Students may also be required to repeat dietetic courses to ensure competence as determined by Program Director.

# **DT Program Competencies and Learning Outcomes**

The DT curriculum supports achievement of student learning and expected competence of the graduate. The program also has a written plan for ongoing assessment that demonstrates the process by which students are regularly evaluated on their acquisition of knowledge and abilities necessary to attain the following ACEND competency/learning outcomes.

**Knowledge. Upon completion of the DT program, graduates are able to:**

* KNDT 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions related to the dietetics technician level of practice.
* KNDT 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.
* KNDT 1.3 Apply critical thinking skills.
* KNDT 2.1 Demonstrate effective and professional oral and written communication skills sufficient for entry into technical practice.
* KNDT 2.2 Demonstrate effective interviewing and education methods for diverse individuals and groups.
* KNDT 2.3 Describe the governance of nutrition and dietetics practice, such as the Scope of
* Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings.
* KNDT 2.4 Identify and describe the work of interprofessional teams and the roles of others with whom the nutrition and dietetics technician, registered collaborates in the delivery of food and nutrition services.
* KNDT 2.5 Demonstrate an understanding of cultural competence/sensitivity.
* KNDT 2.6 Explain legislative and regulatory policies related to nutrition and dietetics technician level of practice.
* KNDT 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
* KNDT 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.
* KNDT 3.1 Use the Nutrition Care Process for nutrition screening for referral to the registered dietitian nutritionist, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice.
* KNDT 3.2 Implement interventions to effect change and enhance wellness in diverse individuals and groups.
* KNDT 3.3 Present an educational session to a target population.
* KNDT 3.4 Describe the processes involved in delivering quality food and nutrition services.
* KNDT 4.1 Participate in the human resource management process.
* KNDT 4.2 Explain budgeting principles and techniques.
* KNDT 4.3 Apply safety principles related to food, personnel and consumers.
* KNDT 4.4 Identify health care delivery systems and policies that impact nutrition and dietetics technician practice.

**Competencies. Upon completion of the DT program, graduates are able to:**

* CNDT 1.1 Access data, references, patient education materials, consumer and other information from credible sources.
* CNDT 1.2 Evaluate information to determine if it is consistent with accepted scientific evidence.
* CNDT 1.3 Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria.
* CNDT 1.4 Implement actions based on care plans, protocols, policies and evidence-based practice.
* CNDT 2.1 Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics.
* CNDT 2.2 Use clear and effective oral and written communication.
* CNDT 2.3 Prepare and deliver sound food and nutrition presentations to a target audience.
* CNDT 2.4 Demonstrate active participation, teamwork and contributions in group settings.
* CNDT 2.5 Function as a member of interprofessional teams.
* CNDT 2.6 Refer situations outside the nutrition and dietetics technician scope of practice or area of competence to a registered dietitian nutritionist or other professional.
* CNDT 2.7 Participate in professional and community organizations.
* CNDT 2.8 Demonstrate professional attributes in all areas of practice.
* CNDT 2.9 Show cultural competence in interactions with clients, colleagues and staff.
* CNDT 2.10 Perform self-assessment and develop goals for self-improvement throughout the program.
* CNDT 2.11 Prepare a plan for professional development according to Commission on Dietetic
* Registration guidelines.
* CNDT 2.12 Participate in advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
* CNDT 2.13 Practice and/or role play mentoring and precepting others.
* CNDT 3.1 Perform nutrition screening and identify clients or patients to be referred to a registered dietitian nutritionist.
* CNDT 3.2 Perform specific activities of the Nutrition Care Process as assigned by registered dietitian nutritionists in accordance with the Scope of Nutrition and Dietetics Practice for individuals, groups and populations in a variety of settings.
* CNDT 3.3 Provide nutrition and lifestyle education to well populations.
* CNDT 3.4 Promote health improvement, food safety, wellness and disease prevention for the general population.
* CNDT 3.5 Develop nutrition education materials for disease prevention and health improvement that are culturally and age appropriate and designed for the literacy level of the audience.
* CNDT 3.6 Perform supervisory functions for purchasing, production and service of food that meets nutrition guidelines, cost parameters and health needs.
* CNDT 3.7 Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals.
* CNDT 4.1 Participate in quality improvement and customer satisfaction activities to improve delivery of nutrition services.
* CNDT 4.2 Perform supervisory, education and training functions.
* CNDT 4.3 Use current nutrition informatics technology to develop, store, retrieve and disseminate information and data.
* CNDT 4.4 Participate in development of a plan for a new service including budget.
* CNDT 4.5 Implement and adhere to budgets.
* CNDT 4.6 Assist with marketing clinical and customer services.
* CNDT 4.7 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

# **Assessment of Prior Learning or Competence**

The DT program grants credit for prior learning in didactic, laboratory courses and supervised practice for management. Prior learning is not accepted for community, lifecycle nor clinical experiences. Based on individual assessment of prior learning experience, this permits a student to earn credit without enrolling in the course. For didactic and laboratory courses, this is accomplished through proficiency exams where the student can demonstrate knowledge or a level of skill. Supervised practice for management competence is based strictly on the completion of management hours from an accredited school or program in hospitality management or foodservice. If the course syllabus meets the requirements for the program, this may allow transfer credit to be granted.

The fees for testing vary course to course. The policy/procedure to complete proficiency exams is through Prior Leaning Assessment Program at (937) 512-2800, Building 11, Room 346, [www.sinclair.edu/services/advising/priorlearningcreditoptions](http://www.sinclair.edu/services/advising/priorlearningcreditoptions).

## **Policy**

1. Proficiency exam cannot be taken until student is officially admitted to SCC
2. Credit by exam requires departmental approval
3. Student must have completed any course prerequisites before taking any proficiency exam
4. Proficiency exam can be taken only once for any course
5. Proficiency exam cannot be taken for a course in which you are currently registered
6. Grade of A, B, C, D or F will be awarded for proficiency exams; however, only an A, B, or C grade will be recorded on the student's transcript
7. Proficiency exam fees are non-refundable
8. Proficiency exam grades will be recorded on the student's transcript with a notation that clearly indicates grades were earned as a result of taking proficiency exam. For example: A#

## **Procedure**

1. Identify if test is available. Students may click this link <http://cmt.sinclair.edu/reports/proficiency/dspResults.cfm> to view a list of courses available for proficiency exams. They may contact Prior Learning Assessment Programs at 512-2800 to inquire about courses not on the list.
2. Complete the required paperwork. Both forms (Application to Test and Statement of Policies) are available in Building 11, Room 346.
3. Pay the required fee. Costs for proficiency exams vary depending on the credit hours of the course and the time it takes to administer and evaluate the exam. Fees range from $20 to $80. The exam fee is non-refundable.
4. Contact the evaluator and set up the exam. Students will be provided with the name and contact information of the Sinclair faculty member who will administer the exam. It is the student's responsibility to arrange for the test.

## **Notification of Grade**

Grading may take up to two weeks. Students receiving a passing grade C or better can view this on Web Advisor. Students not receiving a passing grade (C or better) will receive letter from Prior Learning Assessment. The grade will be posted in the semester that the test is taken and graded.

# **Estimated Program Costs**

Information on the fees to attend Sinclair College can be found in the College Catalog and on line at: <http://www.sinclair.edu/services/basics/bursar/current-tuition-cost-and-fee-schedule/>. Currently these are:

|  |
| --- |
| **Fee Per Semester Credit:** |
| Montgomery County ResidentsOhio Residents Out-of State Residents | $116.03$163.28$299.40 |
| **Other fees may include:** |
| Registration FeeLate registration FeeAuxiliary Services FeeOn-line Classes (per credit hour beyond tuition)Graduation CeremonyTranscript (each)Transcript (same day)Returned check penalty | $ 20.00$ 30.00$ 85.00$ 7.50$ 10.00$ 5.00$ 10.00$ 25.00 |
| **In addition to the above, the following approximate expenses may be incurred:** |
| Laboratory fees:Lab coat/uniformsHMT 1101 suppliesProgram FeesTransportation (sites/events)Attendance at meetingsMedical/physical check-upImmunizationsBackground checkBooks, papers, supplies Food (conferences/trips)Miscellaneous**TOTAL:** | $ 350.00$ 145.00$ 150.00$ 125.00$ 150.00$ 100.00$ 100.00$ 125.00$ 65.00$1500.00$ 150.00$ 250.00**$3,210.00** |

# **Program Admission**

1. Apply to Sinclair Community College via the web at <http://www.sinclair.edu/admissions/Application/>. Indicate your primary education plan is to obtain an associate degree (for the job market or to transfer to a 4-year college) and choose Dietetic Technology Applied Associate Degree (DIT.S.AAS) as your area of interest.
2. Apply to the DIT program by contacting an academic advisor to have DIT added to your official record as a major program of study and create a schedule plan referred to as My Academic Plan (MAP). Complete an academic advising consultation with a Health Sciences Academic Advisor in Building 11, Room 346 for the Dayton campus. Office hours and more information are available by calling (937) 512-3700 or (800) 512-3700 or on the advising website at: <http://www.sinclair.edu/services/advising/>
3. If you have transferable college credit, request your “official” transcripts from previous college(s) to be sent directly to Sinclair Community College, Registration & Student Records, 444 West Third Street, Dayton OH 45402-1460. A grade point average (GPA) of 2.0 or higher on a scale of 4.0 as shown in the college transcript (if applicable) is required for admission to the DIT Program. Any deficiency in this area should be made up prior to the formal acceptance to the DIT Program.
4. If you do not have transferable college credit in English Composition and/or Mathematics, take the Sinclair Community College’s Placement Test in reading, writing and mathematics. More information is found at <http://www.sinclair.edu/enroll/new-student-center/testing/placement-testing-faqs/> or by calling (937) 512-3000 or (800) 315-3000.
5. Complete all pre-college level courses, if any, resulting from Placement Test Scores.
6. Program specific requirements:
* Orientation: Successfully complete the DIT 1105 Introduction to Dietetics course with a “C” or better. This course has the Dietetics program orientation components embedded.
* Foundational Course: Successfully complete the DIT 1525 Human Nutrition course with a “C” or better.
1. Upon successful completion of program specific requirements, student will receive an email via my.sinclair informing them of their acceptance into the dietetics program.

# **Academic Standards and Continued Enrollment in Program**

The DT student must:

Adhere to college and academic policy and procedures as set forth by the SCC Student Handbook, Catalog and the DT Student Policy & Procedure Handbook. The Student Handbook can be accessed via the following SCC site:

<http://www.sinclair.edu/services/conduct-safety/student-judicial-affairs/student-code-of-conduct-handbook/>

1. The DT program follows the SCC Student Handbook policy on academic honesty. Any form of academic dishonesty is subject to disciplinary action and could result in failure in a course.

Academic dishonesty includes but is not limited to the following:

* Plagiarism: Submitting an assignment as the student's original work that is wholly or in part the work of another
* Cheating: Dishonest conduct on an exam or assignment in any of the following ways: use of textbooks or notes not authorized by the instructor; communication with any other student; looking at another student's paper; obtaining unauthorized copies of an exam prior to the exam time; having someone take an exam or complete an assignment for you
1. Maintain at least a 2.0 Overall GPA or better based on a 4.0 GPA
2. Time frame for previously taken/transfer courses:
	* 5 years for MAT 1130 or any OTM (Ohio Transfer Module) Math class
	* 5 years for CHE 1111
	* 10 years for PSY 1100
3. Attain a minimum grade of “C” (2.0) or better in all DIT required curriculum courses that lead to your degree in DIT.S.AAS. The grading scale for DIT courses is 91-100 = A, 82-90 = B, 75-81 = C, 70-74 = D, <70 = F.
4. The student must follow the course sequence according to the curriculum and successfully complete all didactic courses, supervised directed practice experiences and meet stated clinical objectives for each practicum course. All classes must be taken no later than the semester listed. Exceptions to taking courses out of sequence, though rare, or DIT courses taken as an independent study may be possible through formal written approval from the DIT Program Director. Acceptance for DIT independent study courses requires that the student’s GPA is a 3.0 or higher in all DIT courses.
5. The student must maintain at least a satisfactory rating in client/patient/consumer/employee care and ethical standards at the college and at the affiliated institutions determined by student assessments and preceptor evaluations.
6. Immunizations (Refer to Page 29) must be completed by the end of the third semester. The total cost of all health examinations and immunizations is the student’s responsibility and is mandatory for entering the fifth semester clinical practicum.
7. AND student membership is encouraged for all students entering their last academic year of the program. Refer to DT Program Costs on page 20.

# **Graduation and Program Completion Procedures**

DT students will receive an email from the Office of Registration and Student Records during the semester in which they are enrolled in the final courses needed to complete his/her DIT.S.AAS degree. This email will simply confirm that the student has indeed registered for the necessary courses and that pending successful completion of those courses, can expect to receive his/her diploma or certificate at the end of the semester. Once those courses have been completed successfully, students will be graduated. They will receive their diploma or certificate through the US Mail in six to eight weeks after the end of the semester.

Important things for the graduating DT student to do during their last semester:

* Check with an academic advisor to ensure that your academic program is correctly recorded
* Check your email
* Be sure that the Office of Registration and Student Records has your correct mailing address

## **Participation in Commencement**

Students earning their associate’s degrees will be offered the opportunity to participate in Sinclair’s annual commencement ceremony. Participation in the commencement ceremony is limited to those students earning associate’s degrees. Information about the ceremony will be sent to participants approximately 30 days before the ceremony. Sinclair has one Commencement Ceremony each year at the end of Spring semester. Associate Degree applicants who will graduate during Fall through Summer Semesters are eligible to participate in the Spring Semester Commencement Ceremony. If you anticipate graduating with an Associate Degree during Summer Semester, you may attend the preceding Spring Semester Commencement Ceremony.

## **Recognition Ceremony**

Towards the end of the Spring Semester in the second year, a recognition ceremony is held for graduating students. This special occasion marks the culmination of a challenging, intensive two-year study in dietetics technology.

## **Program Retention and Remediation**

The program retention and remediation process used when student performance does not meet criteria for progressing in the program is as follows:

1. Students are asked to notify DIT instructors if they are having difficulty in non-DIT courses. For these courses faculty usually recommend the student seek Tutoring services and suggest the student utilize the DIT student network to form a study group. Students are advised to speak with the course instructor for input on strategies for success.
2. Students having difficulty in DIT courses will receive a mid-term evaluation regarding progress. The mid-term evaluation addresses the purpose of the evaluation which is to notify a student that their current academic progress in the course is unsatisfactory. It also addresses areas of concern and proposed intervention. Failure to improve may result in a substandard grade (D or F). If tutoring is part of the proposed intervention then DT faculty provides tutoring services with a list of recent graduates or current DT students who are appropriate to provide this service. Students are also encouraged to use the DIT student network to form study groups.
3. Students who fail to meet program expectations (grade C or better in all courses within the DT curriculum and minimum 2.0 GPA) are notified of their dismissal from the program in writing and are provided information regarding the reinstatement procedure.

# **Withdrawal/Dismissal from Program Procedures**

1. Students will be dismissed from the DT program for academic reasons, which include, but are not limited to, the following:
	1. Failure to meet each semester’s current curriculum requirements, as specified by the DIT department
	2. Failure to submit health and immunization record
	3. Failure to attain a minimum grade of “C” in any course
	4. Failure to meet stated clinical objectives
	5. Failure to maintain a 2.0 overall GPA or better
	6. Failure to meet attendance policy
2. Students may be dismissed from the DT program and/or from the college for non-academic reasons. Such dismissals will be in accordance with the Sinclair Community College Student Conduct Policy.
3. A student who withdraws from a DIT course with failing grades in that course will be dismissed from the DT Program.
4. A student who withdraws from a DIT course due to personal reasons and is in good standing in that course will not be dismissed from the DT Program.
5. A student who has been dismissed from the DT program will be notified of his/her dismissal in writing.

# **Program Probation**

1. A student who withdraws from a DIT course in good standing more than two times may be placed on Program Probation.
2. A student who is on DT Program Probation will be required to meet with his/her faculty advisor and obtain her signature before taking any DIT courses.
3. A student will remain on DT Program Probation until they satisfy the conditions set forth by his/her faculty advisor.
4. A student who has been placed on DT Program Probation will be notified of his/her status in writing.

# **Program Reinstatement**

A student who has been dismissed from the DT program may petition for reinstatement pursuant to the procedures, and subject to the conditions and limitations that follow. Reinstatement is a privilege, and not a right. Therefore, a petition for reinstatement does not guarantee reinstatement. The Reinstatement Committee will act on all requests, which are properly submitted in writing. Personal interviews may be required at the discretion of the Program Reinstatement Committee. Students will be notified in writing of the Committee’s decision.

1. A student who has been dismissed from the DT program will be notified of his/her dismissal in writing.
2. An individual who wishes to be considered for reinstatement to the DT program must petition the Program Reinstatement Committee. The petition forms for this purpose are available in the DIT office (Building 14, Room 309). The petition, which must be completed and returned to the DIT office, incorporates the following:
	1. Statement of the cause(s) of the dismissal from the DT Program. (Identification of the probable factors or reasons, which had a bearing on the dismissal)
	2. Signature obtained from meeting with Counseling Services
	3. Outline or identification of the steps taken to correct the cause of the dismissal
	4. Any other information, which the petitioner wishes the Department’s Reinstatement Committee to consider
3. A student who seeks to be considered for reinstatement must have a 2.0 Grade Point Average. A student whose petition for reinstatement is granted must have a 2.0 Grade Point Average at the time of re-entry into the DT program.
4. The Program Reinstatement Committee meets regularly to consider petitions in a timely manner.
5. Reinstatement to the DT program may be unconditional, or, depending on the circumstances, may require the petitioner to repeat certain courses. Repeating courses would be required if course content has changed substantially or if a significant period of time has elapsed since the student took the course. The Program Reinstatement Committee will make this determination.
6. Eligibility for reinstatement does not guarantee reinstatement at a particular time. A student who is deemed by the Program Reinstatement Committee to be eligible for reinstatement will have his/her name placed on an eligibility list, and will be reinstated to the DIT Program on a space available basis. The date of receipt of the Reinstatement Petition will determine the order of placement on the eligibility list. The petitioner must meet all of the criteria for reinstatement eligibility at the time the petition is submitted, and at the time of re-entry into the DT Program. **If they do not, they must correct the deficiencies and a new eligibility date will be assigned upon notification to the DIT Office that the criteria have been met**.
7. A student who has already been reinstated may be required to wait up to one year from the date of the most recent dismissal before applying for reinstatement to the DT program.
8. Students who have been reinstated into the DT Program will have an intervention plan to better ensure student success. The intervention plan may include, but is not limited to
* Tutorial services
* COPE workshops
* Referral to career and counseling services
* Personal time management plan (to be developed by the student)
1. Students who have been reinstated into the DT Program must meet graduation requirements in place at the time of his/her reinstatement.
2. If a dismissed student is unsure about petitioning for reinstatement, it is recommended that the student explore his/her options in the healthcare field by contacting a Health Sciences counselor at (937) 512-3700.

# **Channel of Communication, Student Complaints**

The channel of communication is always open. DT students are encouraged to discuss a perceived, potential, or actual problem with the appropriate faculty or staff. In the event that a problem arises during directed practice experiences students should address their complaint with their preceptor as well as their course instructor. This is the communication channel to follow:

Student → Faculty/Preceptor → Department Chair → HS Division Dean

 (David Clark) (Rena Shuchat)

Student’s rights to due process, and appeal mechanisms are to follow the Channel of Communication.

At any time during this process students may contact the Ombudsman/Student Advocate who provides assistance to students who indicate they have problems/issues or concerns that need resolution. The above Channel of Communication provides students their right to due process and appeal mechanisms.

In the event of an unresolved complaint, after all the above options have been exhausted, students have the right to file a written complaint directly to ACEND: Accreditation Council for Education in Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606

**Student Records**

Student records are maintained in the Dietetics & Nutrition department office, 14-311. Students may request to view their record at any time through the Administrative Assistant, 937-512-2756 via scheduling an appointment with the department Chairperson for review.

# **Student Conduct**

Students who are studying to become Dietetic Technicians are expected to act in a professional manner. Characteristics of professionals include punctuality, attentiveness, patience, respect and cooperation. Through didactic and clinical experiences, the program prepares students for a health career where the well-being of clients is dependent upon the knowledge, skills and ability of the nutrition professional. Courtesy and consideration of others are qualities to be exhibited by students, staff and faculty.

## **Conduct in the Classroom**

Treat your classes as you would a desirable job. The instructor is a team leader and your fellow students are co-workers. All must work together to complete learning objectives. These behaviors are expected of you:

1. Attend all classes on time and do not leave early
2. Respect the rights of others to contribute by listening attentively. Show consideration for students, instructors and other college employees.
3. Participate appropriately and actively on topics presented in class
4. Complete assignments on time and follow the course syllabi regarding the due dates for these assignments
5. Ask for feedback from the instructors and peers to ensure progress toward learning objectives
6. Resolve problems by immediately discussing issues with your instructors and/or peers
7. Turn off all communication devices (i.e. cell phones, pagers) when entering the classroom

## **Conduct in the Foods Laboratory**

Students taking courses requiring the use of the Foods Laboratory are expected to follow proper food, sanitation and safety procedures, work together with fellow students and instructors and respect proper use of lab equipment.

1. Check the assigned lab cubicle and compare the cabinet stocked items with the inventory sheets.
2. Use the lab cubicle and its equipment in a manner that meets sanitation standards
3. Clean up the lab cubicle at the end of each class session.
4. On the last class session, recheck the inventory sheet and ascertain that all are in place after a thorough cleaning of the lab cubicle. Report any discrepancies to the instructor.
5. Have lab cubicle area checked by the instructor as meeting the cleaning and sanitation requirements.

## **Conduct at the Directed Practice Sites**

The DT student will conduct themselves professionally and:

1. Address clients/patients and their families and personnel at the supervised directed practice sites by their proper title (e.g. Miss, Mrs., Mr., Dr.) unless requested not to do so.
2. Not discuss the clients/patients’ ailments, diagnoses, or conditions with the clients/patients, their relatives or the public. This information is confidential and must be treated as such.
3. Not interpret diagnoses and tests.
4. Refrain from discussing the personalities of staff members with the clients/patients
5. Be responsible to the preceptors at the supervised directed practice sites and follow the policies in the directed practice sites.
6. Not congregate in groups; they must perform his/her work with decorum
7. Not eat, drink, smoke or chew gum except in designated areas and never within sight of the clients/patients.
8. Abide by the DIT Department and Directed Sites policies and rules.
9. Except, in emergencies, not receive or make personal telephone calls while at directed practice sites.
10. Inform the preceptors and/or designated personnel before leaving the directed practice sites at any time.

# **Student Attendance**

Class attendance and participation are required.

## **Didactic**

Attendance will be taken during the first 5 minutes of class. Attendance will be a factor when assigning grades at the end of the term. If a class meets 2 times a week, you may miss up to 4 times. If a fifth absence occurs for any reason, your grade will be lowered by 5%. Each absence after the fifth will lower your grade an additional 1% per occurrence. These points will be deducted from your total score for the course.

For classes meeting once a week, you may miss up to 2 times. If a third absence occurs for any reason, your grade will be lowered by 5%. Each absence after the third will lower your grade an additional 1% per occurrence.

When missing any class you will be missing valuable information. If you do miss a class you are responsible to contact a **classmate** regarding material covered. If assignments are due you are expected to still turn the assignment in on time.

## **Laboratory**

There are a specified number of laboratory hours associated with certain DIT courses. Attendance will be taken during the first 5 minutes. Attendance will be a factor when assigning grades at the end of the term. Any excused absence from laboratory hours **must be made up**. It is the student’s responsibility to re-schedule these make-up hours.

Students with excused absences include those with:

* Illness (with verification from MD)
* Death in immediate family (with verification)
* Hospitalization
* Emergency absences-excused at the discretion of the instructor

Unexcused absences from laboratory hours cannot be made up. Examples of unexcused absences include non-emergency appointments, work schedules and absences for personal reasons. Each unexcused absence will drop you a letter grade.

## **Directed Practice**

As an accredited DT program there are required directed practice hours associated with certain DIT courses. The clinical hour requirements **must** be completed for each course. Attendance will be taken during the first 5 minutes at your assigned directed practice site. Attendance will be a factor when assigning grades at the end of the term. Any excused absence from assigned practicum hours will need to be made up. The same policy is to be followed for excused absences as stated above under Laboratory. It is the student’s responsibility to re-schedule these make-up hours. Unexcused absences from assigned clinical directed practice hours may necessitate administrative withdrawal from this course.

## **Tardiness**

Tardiness greater than 5 minutes will result in a 5-point deduction for each occurrence. These points will be deducted from your total score for the course.

## **Vacation and Holidays**

The DT student is expected to follow the college calendar and not schedule vacation or time off during the classes. Each DT student will have access to the semester calendars via the my.sinclair home page listed under important dates. The course syllabi will also include information on the important dates. (e.g. dates to drop courses, college holidays, semester breaks)

# **Student Dress Code**

DT students are expected to dress in a professional manner as a representative of the dietetic profession, the DIT program and the college. The DT students must be well groomed and dress appropriately in the classroom as well as in supervised directed practice sites and other off-campus activities.

## **In the Classroom**

Appropriate attire may include casual clothes of discrete length. Casual clothes may include dresses, skirts/slacks, blouse/shirts or shorts and shoes, including sandals or "sneakers.”

The following are required:

* Bra must be worn (women)
* Hats must be removed
* No underwear showing
* No bare midriff exposure
* No back-side exposure
* No cleavage exposure

## **In the Foods Laboratory**

1. Appropriate attire includes clean uniforms or casual clothes (as stated above, in the classroom) with clean laboratory coats.
2. Closed-toe, flat or low-heeled shoes must be worn for safety and professional reasons.
3. The **ONLY** items of jewelry that may be worn in the laboratory are:
* Post type earrings
* Wedding rings
* Wristwatch
1. Fingernails must be clean and trimmed. No nail polish.
2. Caps or hairnets must be worn while in the food preparation area. Hair must be clean, neat and under control at all times.
3. A student who fails to follow the above requirement will not be allowed to participate and the absence will be unexcused.

## **In the Clinical Practice Sites and Off-Campus Trips**

**Professional Appearance Expectations**

It is essential that students of the Dietetics & Nutrition Program present themselves as professionals. Students must look and act in a manner that conveys authority and integrity and maintain a high standard of professionalism at all clinical education settings. Most graduates of the program are employed at healthcare institutions affiliated with the program, and a student’s appearance, performance and attitude may be used as a basis for employment after graduation.

A strict dress code policy has been developed for the program and will be enforced uniformly while in the clinical setting. The program dress code is not intended to reflect current fashion trends, but rather to project a professional appearance to patients, hospital staff, administration, and others.

Failure to comply with the Professional Appearance policy will result in application of the “Behavior Documentation Process”. Students not professionally attired will be sent home from the clinical setting and an absence will be documented. Some clinical education setting’s professional appearance policies may be upheld if more strict than program policy. \*\**Final authority for interpretation lies with the program faculty in accordance with program and clinical education setting policies.*

**Clothing**

* The required clinical dress code consists of sterling red polo shirt with program logo, black uniform pants, and all black leather shoes.
* Healthcare institutions**/agencies require tattoos be covered and facial piercing (excludes ear) to be removed or covered.**
* The sterling red logo polo shirt must be purchased from Korporate Kasuals, located at 4050 Benfield Dr. Kettering OH. 45429. (937) 604-0951.
* Students may purchase black uniform pants from a uniform vendor of their choice.
* Students may wear drawstring waist scrub pant, elastic waist scrub pant, or cargo-pocket scrub pant. **Scrub pants with elastic at the ankle and flared leg pants with slits at bottom inseam are prohibited**.
* An all-white or all black short or long-sleeved t-shirt or turtleneck may be worn tucked in under the sterling grey logo polo shirt. Short-sleeves on white or black t-shirts must not extend past the end of the polo shirt sleeves. **Long underwear or patterned shirts of any kind are not permitted to be worn under polo shirt.**
* All outer garments must be clean, free from wrinkles or odor, properly sized and in good repair. **Wearing additional outer garments such as sweatshirts, sweaters, jackets, hooded sweatshirts, etc. is prohibited while in the clinical setting.**
* The obvious presence or absence of underwear is prohibited.
* All black duty shoes with all black socks must be worn at all times. Black athletic shoes with black soles are permitted. Any accent trim on the shoes must be approved. **Clog-style or open toe/heel shoes are not permitted**. These shoes *should* be used exclusively in the clinical setting and proper shoe care is mandatory.
* Sinclair Tartan Nametag and must be worn on uniform when in clinical setting. Dosimeter for nametag will be provided by program.

# **Student Clinical Eligibility Requirements**

## **Immunization Requirements**

Immunizations must be completed by the end of third semester. The total cost of all health examinations and immunizations is the student’s responsibility and is mandatory for entering the fourth semester clinical or management directed practice. The following is a list of the required immunizations:

1. TB skin test (two step Mantoux) – required annually
2. Measles, mumps and rubella - positive titer or vaccination
3. Tetanus/diphtheria - in the last ten (10) years
4. Hepatitis B - positive surface antibody titer, or completion of two (2) Hepatitis B vaccinations prior to experience, or signed declination form if student refuses to receive the Hepatitis B vaccination (optional)

## **Professional Liability and Travel Insurance**

Liability insurance is required for all DT students at the directed practice sites in the performance of course-related activities. The liability insurance coverage is reflected on the College’s agreement with the directed practice sites. DT students are responsible for and assume liability for his/her own transportation to and from the directed practice sites, field trips, professional meetings and other off-campus activities required or recommended in the program.

## **Medical Insurance**

Students are advised to carry their own health care insurance. If a student becomes ill or is injured while performing course-related work, he or she should complete the HS Incident Report Form/Student Injury provided to each preceptor prior to students reporting to the facility (refer to detailed procedure below). **If the Sinclair Community College insurer does not cover medical treatment of an injury, the student is then solely responsible for the cost of the treatment.**

Students enrolled in Sinclair health care programs are expected to have in effect personal health insurance prior to enrolling in any course which includes a clinical experience requirement. This requirement for having health insurance is in place because most clinical sites that accept Sinclair students require it. If a student does not have health insurance, he/she may not be admitted into a clinical course, and therefore, not be able to complete the program. Sinclair provides accident insurance for students injured in clinical settings. However, the insurance carrier decides what treatment is eligible for reimbursement, and any treatment denied for reimbursement is the responsibility of the student, not Sinclair or the clinical site.

Information about obtaining health insurance can be found at: <http://www.hhs.gov/healthcare/rights/index.html> or <http://medicaid.ohio.gov/FOROHIOANS/GetCoverage.aspx>.

## **Injury During Lab or Clinical Setting**

In the event of an injury, the instructor/supervisor should be notified immediately. The **clinical facility policy** must be followed regarding completion of an Incident Report. The injury may require treatment with consent of the student (as fees may be assessed). An Incident Report Form/Student Injury at Clinical Facilitymust be completed and submitted to the Dean of Health Sciences.

If the student received treatment at the clinical facility, the student must procure an insurance claim form in the Business Office (Building 7, Room 324); (The ITT Hartford Company). The student must complete this form with the assistance of the chairperson/program director and obtain the signature of the instructor, as well as the attending physician or Emergency Room personnel within 30 days of the incident, so that the facility may be reimbursed for its services.

This insurance form must be returned to:

 Director of Business Services

 Sinclair Community College

 444 West Third Street # 7-324

 Dayton, OH 45402-1460

**NOTE**: Sinclair Community College provides accident insurance for students injured in the lab/clinical setting. It covers **most** injuries. However, any treatment denied for reimbursement is the responsibility of the student, not Sinclair. Therefore, students may wish to carry their own medical insurance. Although Sinclair makes the insurance available to student, the insurance carrier decides what treatment is eligible for reimbursement.

**Procedure:**

1. The instructor/preceptor will complete an Incident Report Form for Student Injury at Clinical Site (see following) and submit it to the appropriate department chairperson within 24 hours of the occupational exposure.
2. The chairperson/program director will submit a copy of the form to the offices of the Dean of Health Sciences and the Director of Business Services. In addition the chairperson will assist the student with completing the ITT Hartford Insurance Claim Form and return it to the Business Services office within 48 hours of the occupational exposure and treatment.
3. The Director of Business Services will submit the completed claim form to the ITT Hartford Insurance Company. Sinclair’s accident insurance coverage for students is limited to **emergency care**. Therefore, financial responsibility for any follow-up care will be reviewed and determined on a case-by-case basis.

## **Criminal Background Checks**

Criminal background checks are required by many of the program affiliates. All students must complete the criminal background check process as outlined below.

It is the policy of the Sinclair Community College Dietetics & Nutrition Department that all DT students will be fingerprinted prior to their assignment to the first clinical practicum, which is Fall Semester of the second year of the curriculum.

Sinclair Community College is a provider of **National Web Check**, an electronic fingerprint collection and transmittal system. Fingerprinting will be conducted on campus following the steps outlined below:

1. Students will sign Fingerprint Verification Form (**page 33**) and complete the National Web Check Criminal History Check Request Form (**page 38**) issued from the department
2. Students may pay on-line or take completed form to Bursar Office to make payment ($65.00 required for both State (BCI) and Federal (FBI)
3. MAKE SURE TO OBTAIN A RECEIPT. No test will be conducted without one.
4. Go to building 14, room 213, Tuesday, Wednesday, or Thursday 9:00 AM - 11:00 AM or 2:00 PM – 4:00 PM. No appointment is necessary. Please call (937) 512-4000 with any questions. You must bring proof of payment with you.
5. Students MUST bring the following with them to the test site:
* Valid Ohio Driver License or other government issued ID card
* Social Security Card
* Completed Background Check Request form
* Paid receipt from Bursar Office (will be attached to request form)
1. **Your results will be sent directly to the DIT Program Director, David Clark, (Dietetics Building 14, Room 309).** Confidentiality of your records will be maintained in the student’s permanent file.

Any student not complying with this procedure cannot be placed for clinical assignment, causing dismissal from the SCC DIT Program. If dismissal occurs, the program reinstatement policy will be followed from the point of dismissal.

In the state of Ohio, all persons working in geriatrics and pediatrics must pass the background check. This procedure prepares the student to work in this environment following graduation and licensure.

# **Verification Statement of Program Completion**

Each DT student is encouraged to write for the DTR examination after graduation. As soon as the graduate presents an official transcript indicating that the DT program has been completed, the DT Program Director completes the Verification Statement of Program Completion form and initiates the process of sending it to CDR. A copy of the Verification Statement is provided to the graduate.

# **Student Acknowledgement Form**

Each DT student must complete the Student Acknowledgement Form **(Page 41)** and submit to his/her department chairperson prior to the commencement of the clinical learning experience.

# **Verification of Receipt of Agreement Form**

The DT student attests to receiving the link for the DT Student Policy and Procedures Manual with her/his signature. The signed form found on the last page of this document (**page 42)** will be kept in the student’s file.

# **Fingerprint Verification Form**

I understand that I am responsible for obtaining both state and federal BCI & FBI fingerprint background check. Results will be mailed to the DIT Program Director and will be maintained in my DIT permanent student record. I will be informed by the Program Director of the results. Should the report results state “May not meet qualifications for licensing or employment” I will be responsible for the following:

1. Obtain “rapsheet” by completing the FBI Request for Rapsheet form
	1. The form may be obtained from the website: [www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov) under Services and Background Checks or by calling the toll free number (877) 224-0043
	2. Completed form can be faxed to (740) 845-2633, ATTN: FBI Records Release Desk or mailed to:

BCI & I

Attn: FBI Records Release Desk

P. O. Box 365

London, OH 43140

* 1. The FBI background check results will be mail to the applicant.
	2. Rap sheet will be delivered by the student to the DIT Program Director in its original sealed envelope.
1. Department Chair/Program Director will contact the student to inform them they may/may not continue in clinical/practicum.
	1. By law and via standard operating procedures at the clinical/practicum affiliates, a felony conviction (listed below) disqualifies and/or denies the student access to the clinical/practicum environment.
	2. The student will provide a written explanation for all other misdemeanor or criminal charges and/or convictions. The student has one week from point of contact to provide explanation and/or additional supporting documentation.

**Note**: If student fails to provide written explanation within one week from point of contact, the student will not be able to complete clinical hours at community and healthcare facilities. The student will be advised to withdraw from the program and seek career guidance via Academic Advising.

Signature: Date:

Print Name: Student ID #:

# **Background Checks Felony Offenses Prohibited for Healthcare Professions**

SOURCE: Ohio Revised Code – 109.572 Criminal Records Check

**Ohio Code Description**

Offenses Related to Domestic Animals

959.13 Cruelty to Animals

Food

2716.11 Adulterated food

Homicide/Assault

2903.01 Aggravated murder 2903.02 Murder

2903.03 Voluntary manslaughter 2903.04 Involuntary manslaughter

2903.11 Felonious assault 2903.12 Aggravated assault

2903.13 Assault 2903.15 Permitting child abuse

2903.16 Failing to provide for 2903.21 Aggravated menacing

 functionally impaired person 2903.211 Menacing by stalking

2903.22 Menacing 2903.34 Offenses against residents or patients of

 care facilities

Kidnapping/Extortion

2905.01 Kidnapping 2905.02 Abduction

2905.11 Extortion 2905.12 Coercion

Sexual Offenses

2907.02 Rape 2907.03 Sexual battery

2907.04 Unlawful sexual conduct with 2907.05 Gross sexual imposition

 a minor 2907.06 Sexual imposition

2907.07 Importuning 2907.08 Voyeurism

2907.09 Public indecency 2907.12 Felonious sexual penetration

2907.21 Compelling prostitution 2907.22 Promoting prostitution

2907.23 Procuring 2907.25 Prostitution

2907.31 Disseminating matter harmful 2907.32 Pandering obscenity

 to juvenile 2907.321 Pandering obscenity involving a minor

2907.322 Pandering sexually oriented 2907.323 Illegal use of a minor

 material involving a minor

Arson

2909.02 Aggravated arson 2909.03 Arson

2909.22 Soliciting or providing support 2909.23 Making a terroristic threat

 for act of terrorism 2909.24 Terrorism

Robbery/Burglary

2911.01 Aggravated robbery 2911.02 Robbery

2911.11 Aggravated burglary 2911.12 Burglary

2911.13 Breaking and entering

Theft

2913.02 Theft: aggravated theft 2913.03 Unauthorized use of vehicle

2913.04 Unauthorized use of property 2913.11 Passing bad checks

2913.21 Misuse of credit cards 2913.31 Forgery

2913.40 Medical fraud 2913.43 Securing writings by deception

2913.47 Insurance fraud 2913.49 Identify fraud

2913.51 Receiving stolen property

Offences Against the Public Peace

2917.01 Inciting to violence

2917.02 Aggravated violence

Offences Against the Family

2919.12 Unlawful abortion 2919.22 Endangering children

2919.23 Interference with custody

2919.24 Contributing to unruliness or 2919.25 Domestic violence

 delinquency of a child

Public Administration

2921.36 Conveyance of certain items onto grounds of detention, MRDD, or MH facility

Weapons Offenses

2923.12 Carrying concealed weapons 2923.13 Having weapons while under a disability

2923.161 Improperly discharging a

Firearm at or into a school or

house

Drug Offenses

2925.02 Corrupting another with drugs 2925.03 Trafficking offenses

2925.04 Illegal manufacture of drugs 2925.05 Funding, aggravated funding of drug or illegal cultivation of marijuana trafficking

 marijuana-methamphetamine 2925.06 Illegal administration or distribution of

 offenses anabolic steroids

2925.11 Drug abuse 2925.13 Permitting drug abuse

2925.22 Deception to obtain dangerous 2925.23 Illegal processing of drug documents

 drug

Miscellaneous Offenses

2927.12 Ethnic Intimidation

# **National WebCheck® Criminal History Checklist**

1. Complete the WebCheck® - Request Form in its entirety
2. List the appropriate reason for the test (see below)
3. Mark BCI & FBI (no FBI only tests)
4. Pay Background Check fee online or in person at the Bursar’s Office located in Building 10, Room 016.
	1. Go to any of the following places:
* Go to my.Sinclair website, select Web Advisor on the left hand side of the page, and select ‘Students’ on the right side of the page. Then choose Other Payment Options, click on ‘Make a Payment for Non-Tuition items.’
* Go to [www.sinclair.edu](http://www.sinclair.edu) website, select Services at the top of the page, and click on the Bursar/College Cashier link. Select ‘Payment for Non-Tuition Items’ on the left side column, select ‘Online Payments’ under the Payment Category, select ‘Background Check Fee’ under Payment Type. Then click the green ‘Make a Payment button.’
* Go to my.Sinclair website, select myCollege tab at the top of the page, then select myServices, then click on the Bursar link and choose ‘Payment for Non-Tuition items.’
	1. Under Payment Category, select ‘Online Payments’ from the drop down box. Under Payment Types select ‘Background Check Fee’ from the drop down box. Click on the green ‘Make a Payment’ button.
	2. Enter Student’s Full Name, 7 digit Sinclair ID number, Address, City, State, Zip, Description (Program name) and Payment Amount.
	3. Under Payment Options select Debit or Credit Card button. Select the green ‘Continue’ button.
	4. Enter 16 digit Visa or Master Card number, expiration, and Card Identification number (the last three digits on the back of the card)
	5. Enter Account holder Name, address, phone number and email address
	6. Click ‘Continue’
	7. On the payment verification page - click on the square that says ‘I agree to the Terms of Use.’
	8. Finally, click on “Make a Payment” to submit payment
	9. Print a copy of the Payment Confirmation email and submit at time of scheduled test (Building 14, Room 213).  **No background check will be scheduled without proof of payment.**

**OR**

1. Pay Background Check fee at Bursar Office located in Building 10, Room 016
	1. MAKE SURE TO OBTAIN A RECEIPT.
	2. **No test will be scheduled without proof of payment.**
2. Go to building 14, room 213, Tuesday, Wednesday or Thursday, 9-11 am or 2–4 pm. No appointment is necessary. Please call (937) 512-4000 with any questions. **You must bring proof of payment with you.**
3. The following **MUST** be with you at the time of the test:
* Ohio Driver License or State ID card
* Social Security Card
* Paid Receipt from Sinclair Cashier/Bursar

**BCI Reason Codes**

* Required for licensing or permit
* Responsible for the care, custody or control of a child
* Responsible for direct care of elderly

**FBI Reason Codes**

* Care, custody or control of children
* Child daycare center owner, licensee or administrator of type A daycare. Home owner and persons 18 +
* Direct care of the elderly
* Employee of child daycare center. Type A family daycare, type B family daycare or certified in-home aide
* Medical (nurses, dialysis techs, students entering nursing education or dialysis
* Pre-school program
* Public school district or chartered non-public schools
* Head Start Agency
* Volunteer Children’s Act

**Sinclair Community College**

**NATIONAL WEBCHECK**® **CRIMINAL HISTORY CHECK REQUEST FORM**

Name:

 Last First Middle

Address

 City State Zip

SS #: Birth Date:

 MM DD YYYY

Phone: Email:

Have you been a resident of Ohio for the past 5 years? □ Yes □ No

Note: If you answered **No**, you will be required to **complete both State (BCI) and Federal (FBI) checks.**

I am requesting the following National Web Check®:

 [ ]  State (BCI) Only (10-3445-44051-0507) $ 35.00

 [x]  Both State (BCI) AND Federal (FBI) (10-3445-44051-0507) $ 65.00

 Note: No “FBI Only” checks are permitted by WebCheck®

Purpose of Criminal History Check: Dietetics & Nutrition Clinical Rotation

(See Reverse for list)

My signature indicates that I request a National WebCheck® be conducted by the Sinclair Community College Police Department or its authorized agent. I grant permission to the Sinclair Community College Police Department or its authorized agent to obtain all criminal history information regarding my past from the Ohio Bureau of Criminal Identification and Investigation (BCI&I) and/or the Federal Bureau of Investigation (FBI).

I understand that the criminal background checks are conducted by the electronic imaging of my fingerprints and then electronically submitting my fingerprints and personal information to the National WebCheck® system, which is administered by the Ohio Attorney General’s Office.

By having my fingerprints scanned on a National WebCheck® scanner, I authorize the Ohio BCI&I to release any criminal history information obtained from their files regarding me, and/or the files held by the FBI, and hereby release the Ohio BCI&I and the Sinclair Community College Police Department from all liability in connection with the dissemination of any criminal history information obtained.

I request the results obtained by the National WebCheck® system be delivered:

 By US Mail to: Sinclair Community College

 Attn: David Clark, Dietetics

 444 W. Third St. # 14-309

 Dayton, OH 45402

Signature: Date:

Operator Signature: Trans #:

WEBCHECK® is a registered trademark of the Ohio Attorney General’s Office

# **Patient’s Bill of Rights**

The American Hospital Association presents A Patient's Bill of Rights with the expectation that it will contribute to more effective patient care and be supported by the hospital on behalf of the institution, its medical staff, employees and patients. The American Hospital Association encourages health care institutions to tailor this bill of rights to their patient community by translating and/or simplifying the language of this bill of rights as may be necessary to ensure that patients and their families understand their rights and responsibilities.

**Bill of Rights**

These rights can be exercised on the patient’s behalf by a designated surrogate or proxy decision maker if the patient lacks decision-making capacity is legally incompetent, or is a minor.

1. The patient has the right to considerate and respectful care.
2. The patient has the right to and is encouraged to obtain from physicians and other direct caregivers relevant, current and understandable information concerning diagnosis, treatment and prognosis.
3. Except in emergencies when the patient lacks decision-making capacity and the need for treatment is urgent, the patient is entitled to the opportunity to discuss and request information related to the specific procedures and/or treatments, the risks involved, the possible length of recuperation and the medically reasonable alternatives and their accompanying risks and benefits.
4. Patients have the right to know the identity of physicians, nurses and others involved in their care, as well as when those involved are students, residents or other trainees. The patient also has the right to know the immediate and long-term financial implications of treatment choices, insofar as they are known.
5. The patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action. In case of such refusal, the patient is entitled to other appropriate care and services that the hospital provides or transfers to another hospital. The hospital should notify patients of any policy that might affect patient choice within the institution.
6. The patient has the right to have an advance directive (such as a living will, health care proxy, or durable power of attorney for health care) concerning treatment or designating a surrogate decision maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy.
7. Health care institutions must advise patients of their rights under state law and hospital policy to make informed medical choices, ask if the patient has an advance directive, and include that information in patient records. The patient has the right to timely information about hospital policy that may limit its ability to implement fully a legally valid advance directive.
8. The patient has the right to every consideration of privacy. Case discussion, consultation, examination and treatment should be conducted so as to protect each patient's privacy.
9. The patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential by the hospital, except in cases such as suspected abuse and public health hazards when reporting is permitted or required by law. The patient has the right to expect that the hospital will emphasize the confidentiality of this information when it releases it to any other parties entitled to review information in these records.
10. The patient has the right to review the records pertaining to his/her medical care and to have the information explained or interpreted as necessary, except when restricted by law.
11. The patient has the right to expect that, within its capacity and policies, a hospital will make reasonable response to the request of a patient for appropriate and medically indicated care and services. The hospital must provide evaluation, service and/or referral as indicated by the urgency of the case. When medically appropriate and legally permissible, or when a patient has so requested, a patient may be transferred to another facility. The institution to which the patient is to be transferred must first have accepted the patient for transfer. The patient must also have the benefit of complete information and explanation concerning the need for, risks, benefits and alternatives to such a transfer.
12. The patient has the right to ask and be informed of the existence of business relationships among the hospital, educational institutions, other health care providers or payers that may influence the patient's treatment and care.
13. The patient has the right to consent to or decline to participate in proposed research studies or human experimentation affecting care and treatment or requiring direct patient involvement, and to have those studies fully explained prior to consent. A patient who declines to participate in research or experimentation is entitled to the most effective care that the hospital can otherwise provide.
14. The patient has the right to expect reasonable continuity of care when appropriate and to be informed by physicians and other caregivers of available and realistic patient care options when hospital care is no longer appropriate.
15. The patient has the right to be informed of hospital policies and practices that relate to patient care, treatment and responsibilities. The patient has the right to be informed of available resources for resolving disputes, grievances and conflicts, such as ethics committees, patient representatives or other mechanisms available in the institution. The patient has the right to be informed of the hospital's charges for services and available payment methods.

# **Student Acknowledgement**

**Each student must complete this form and submit it to his/her department chairperson or direction of clinical education prior to the commencement of the clinical learning experience.**

Department: Dietetics & Nutrition

I, the undersigned student, do hereby acknowledge that I have read and understand the following statements. I agree to abide by and be bound by the following statement in return for the Facility allowing me to participate in an educational experience on its premises.

1. I will conduct my educational activities at the Facility only under the supervision of an employee or affiliate faculty member.
2. I will comply with all school and Facility rules and regulations and policies and procedures.
3. I understand that the Facility retains the right to remove any student at any time in its sole discretion.
4. I acknowledge that I am not employed by the Facility during the hours of my scheduled clinical learning experience. \*\*
5. **I understand an injury may occur during a clinical rotation and have been advised to carry my own health care insurance. If medical treatment of an injury is not covered by the Sinclair Community College insurer, I understand I am solely responsible for the cost of the treatment.**
6. I acknowledge my responsibility and liability regarding the confidential nature of all information that I have access to at the Facility by virtue of my participation in this program.
7. I understand that I may not participate in the program until I have received an orientation that includes, but is not limited to, confidentiality, fire, safety and area specific requirements.
8. I will obtain written permission from the Facility before publishing any material related to my educational experience at the Facility.
9. I have not been excluded from participating in any federally funded healthcare program, including Medicare and Medicaid.
10. I have read and understand the Patient Bill of Rights approved by the American Hospital Association and will abide by this standard or any other facility specific patient bill of rights.

**Participation in the educational experience is prohibited unless this statement is signed by the Student.**

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: The term “Facility” in this agreement refers to the site where the student is assigned for his/her clinical rotation.

\*\* Exceptions to item # 4 may occur in Emergency Medical Services, Human Services & Behavioral Health, Dietetics, and Patient Care Technician

# **Verification of Receipt/Agreement Form**

* I have attended the mandatory Intro to Dietetics course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* I acknowledge that I have access to the DT Policy & Procedure Handbook via <http://www.sinclair.edu/academics/divisions/hs/dit/program-specific-information/> under student information. I have read and understand this document.
* I have discussed this handbook with the Program Director and/or faculty.
* I have read and signed the “Student Acknowledgement Form.”

I agree to abide by the guidelines set forth in the DT Student Policy and Procedures Handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

This form will be added to the student’s file.