

**HANDBOOK FOR THE
COORDINATED PROGRAMS IN DIETETICS**

2008-2010

**SCHOOL OF ALLIED MEDICAL PROFESSIONS
COLLEGE OF MEDICINE
THE OHIO STATE UNIVERSITY**

The Ohio State University
2008-20010 Medical Dietetics Division
Coordinated Programs Student Handbook

This Handbook is designed to serve as a guide for students enrolled in the Coordinated Program in Dietetics in the School of Allied Medical Professions. It is a companion volume to the School of Allied Medical Professions Student Handbook and the University's Code of Student Conduct. The Contents herein represent an official communication of the official programmatic policies and procedures. These policies and procedures are meant to be helpful, not restrictive. Students are expected to be familiar with policies relating to the University and the School of Allied Medical Professions. This handbook is revised annually and each new edition supersedes all previous editions. The most recent edition is available on the School of Allied Medical Professions Website at <http://amp.osu.edu/current/> in the Current Students section.

Each student is encouraged to review policies and procedures pertaining to such matters as scheduling, supervised practice, graduation and grading, which are found in University bulletins and handbooks. This Handbook contains the Coordinated Program's mission and goals, academic program, organization and administration of the Division and the School, and student responsibilities. The Student Code of Ethics should be reviewed regularly.

I. INTRODUCTION

A. Program Background

The Medical Dietetics Division initiated a Coordinated Undergraduate Program in September, 1961 with financial assistance from the W. K. Kellogg Foundation. This program was the first of its kind offering professional education and clinical hospital experience in dietetics in conjunction with a liberal arts education. The program is fully accredited by The Commission on Accreditation for Dietetics Education (CADE) of The American Dietetic Association (ADA). CADE is recognized by the United States Department of Education and the Council for Higher Education Accreditation. This affirms that CADE meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs.

The program integrates classroom and field experiences; it combines 182 credits for the undergraduate coordinated program coursework and 75 credits for the coordinated graduate program with over 1,200 hours of supervised practice experience for both. The undergraduate program requires enrollment during the summer between the junior and senior years. The graduate program requires enrollment during the summer quarter after the first year of coursework. The program's concentration area is medical nutrition therapy: across the continuum and students will have the opportunity to practice in the acute care setting, the community setting, and the long-term care setting with persons of varying ages and multiple nutritional needs.

B. The Dietetics Profession

Dietitians are food and nutrition experts. Their field combines the study of food, nutrition and health in relation to proper diet and food choices. Registered dietitians assess nutritional status and recommend foods or medical nutrition products to treat diseases or help individuals reach optimal fitness and health. They offer nutrition education for groups and provide nutrition counseling for people of all ages. Dietitians may manage foodservices in health care settings, schools, or congregate feeding sites. They may provide direct patient care in hospitals, nursing homes, or community settings. Dietitians may also work with athletes, fitness clubs, employee wellness programs or home health agencies. Several work in commercial settings such as food outlets or grocery store chains; others are employed in industry such as Kraft Foods, Ross Products Division of Abbott Laboratories, or Gerber Baby Foods. Opportunities for employment are extremely varied. Some graduates join the Peace Corps and others enlist for military service. Many graduates combine the dietetics profession with medicine, nursing, physical therapy, pharmacy, occupational therapy, or other graduate degrees.

C. The Curriculum

The professional education program in Medical Dietetics is three years in duration upon admission to the program. Entry into the professional program is selective and competitive. Students may use transfer credit for pre-professional and general education coursework, but transfer credit may not be used for required professional courses except under petition and review by the Division Director and/or admissions committee. The professional program is comprehensive and includes both didactic (classroom) and clinical education segments. These two segments should not be viewed as separate entities. Instead, they are linked and both are part of our goal to produce the best dietitian possible. The classroom education segment focuses on the theory and knowledge behind the practice of dietetics. The supervised practice

segment focuses on the real-world application of this knowledge. Students should place equal priority on success in BOTH portions of the curriculum. To this end students should understand that their supervised clinical experiences are part of their educational curriculum and students should never think of themselves as working or covering an assigned position. Clinical instructors will supervise and mentor their clinical experience within a particular clinical setting or settings. This clinical experience will frequently involve some student autonomy in activity and collaboration in decision-making between the student and clinical instructor, students are never the primary person responsible for the patient care and decision making.

Undergraduate Program

The curriculum includes The Ohio State University General Education Curriculum for writing, math and data analysis, natural sciences, social sciences and the humanities. Professional courses are based on core competencies, which include: nutrition; food science; medical nutrition therapy; foodservice systems management; nutrition education and counseling; research methods; applied nutrition; and professional seminars. Required support courses include biology, chemistry, anatomy and physiology, microbiology, and principles of management.

Graduate Program

The Coordinated Graduate track of the Medical Dietetics program is designed for the student who has an undergraduate degree in a major other than dietetics and would like to return to school to pursue a career as a dietitian. Students will enter the program, for one academic year, as an undergraduate student. Student will transition to the Graduate School and ultimately earn a Master of Science upon complete of all program requirements. This program is not open to students who have completed a didactic program in dietetics.

The curriculum includes three quarters of undergraduate coursework for 24 credits. Students apply to the graduate program during the spring quarter of this year and begin supervised practice that summer quarter. Students complete 51 to 55 credits at the graduate level including a research project culminating in a thesis. Professional courses are based on core competencies, which include: nutrition; food science; medical nutrition therapy; foodservice systems management; nutrition education and counseling; research methods; applied nutrition; and professional seminars. Required support courses include advanced topics in nutrition, counseling, medical nutrition therapy, and allied health.

All students must complete 1200 hours of supervised practice including: medical nutrition therapy, counseling, foodservice management community nutrition, long term care, and a culminating experience that includes relief practice. The area of concentration is Medical Nutrition Therapy: Across the Continuum.

II. Program Faculty

	<u>Room Number</u>	<u>Telephone</u>
<u>Director</u>		
Kay Wolf, PhD, RD, LD	306 Atwell Hall	292-8131
Associate Professor		
BS (The Ohio State University)		
MS (The Ohio State University)		
PhD (The Ohio State University)		

Faculty

Maureen Geraghty, PhD, RD, LD
Assistant Professor 306 Atwell Hall 247-4595
BS (University of Dayton)
MS (The Ohio State University)
PhD (The Ohio State University)

Christopher Taylor, PhD, RD, LD
Assistant Professor 306 Atwell Hall 688-7972
BS (Bowling Green State University)
MS (Arizona State University)
PhD (Oklahoma State University)

Natalie Eader, RD LD
Clinical Instructor 306 Atwell Hall 292-0635
BS (The Ohio State University)
MS (The Ohio State University)

Beth Guthrie, RD, MS, LD
Clinical Instructor 306 Atwell Hall 292-4758
BS (The Ohio State University)
MS (The Ohio State University)

Teresa Cattell, RD LD
Lecturer 306 Atwell Hall 292-0635
BS (The Ohio State University)

Diane Habash, PhD, RD, LD
Lecturer
BS
MS
PhD (The Ohio State University)

DOCTORAL STUDENTS

Jonathan Scott 306 Atwell Hall 292-0635
BS (Bradley University)
MS (The Ohio State University)

Colleen K. Spees, MS RD LD 306 Atwell Hall 292-0635
BS (The Ohio State University)
MS (Vanderbilt University)

II. CLINICAL FACULTY

Preceptors are appointed to clinical faculty positions based on years, breadth, and evaluation of service. A list of clinical faculty may be requested from the director.

III. REGISTRATION

Upon admission to the program, the office of professional admissions will change the student's enrollment status to student in Medical Dietetics. Each Medical Dietetics student is assigned an academic advisor. Students should meet individually, or as a class as soon as possible and then with their advisor at least once each year to plan their academic schedule. Please see the curriculum plan. Course registration is conducted online. Please report any registration problems promptly to the Student Affairs Office at 292-1706 or 127 Atwell Hall.

Each student enrolled at OSU is assigned an e-mail address. Once enrolled in the Medical Dietetics program, each student will be added to a list-serve, which will be used for program communications. You are responsible for keeping your e-mail functional and read.

Students must remain enrolled in OSU courses to maintain acceptance into Medical Dietetics. If a student has completed all needed coursework and would like to take one quarter off, the student must inform the division director in writing with description of circumstances and justification for request. Students must also remain enrolled in Medical Dietetics while at Ohio State to maintain a place in the class. If students are given permission to take a quarter off, the student is obligated to contact the director at the end of each off-quarter to be certain the program understands the plans to rejoin the program. Students completing a didactic program in dietetics are not eligible for the Medical Dietetics coordinated programs.

Students entering the program at the sophomore level, yet have completed all prerequisites needed for the junior year may take a didactic courses from the junior year while waiting to enter supervised practice. This may assist the student in finishing one quarter early. Specific courses must be discussed with and approved by the Program Director prior to early enrollment in coursework. However, supervised practice may only be completed concurrently with the class the student enters or as available.

Students accepted into the Coordinated Graduate Program enter at the undergraduate level. Students complete undergraduate coursework for three quarters and apply to the graduate program during their first spring quarter for summer quarter entry. Students may petition to take 9 credit hours from the graduate program during the first year, however all students must have the prerequisites for any course they are petitioning to enter.

For other registration information and academic policies, please refer to the ACADEMIC POLICIES included in the School of Allied Medical Professions manual.

IV. FINANCIAL INFORMATION

- a. **Interference with outside employment-** The professional component of the curriculum requires students to complete extensive day and evening clinical experiences. Because of

the dynamic nature, these clinical experiences will likely interfere with the student's ability to hold outside employment. Students need to make appropriate financial plans prior to enrolling in upper level Medical Dietetics Division courses. While students are not strictly prohibited from holding outside employment, such employment **SHALL NOT** interfere with the student's ability to complete their coursework. Missing scheduled classes or supervised practice times may result in failure of the course or supervised practice rotation. An ongoing pattern of missed supervised practice or classes may lead to disenrollment from the major.

- b. **Tuition, Fees, Books** – These costs change annually and are variable. Current information about tuition, fees, and other costs can be found online through the office of professional admissions at http://www-afa.adm.ohio-state.edu/apps/prof/allied_cost.htm.
- c. **Background Checks** – all students must go through a background check as part of the process for obtaining a medical center ID. This is a College of Medicine requirement. These are performed through hospital security and any costs are borne by the student. The School of Allied Medical Professions retains a copy of the background check.
- d. **Student Liability Insurance** – All students in the professional program must purchase liability insurance in the form of the Division's blanket liability insurance policy (cost – approximately \$30 per student (\$15 per year of professional coursework), checks payable to Medical Dietetics Division)
 - i. **The Division's student blanket policy provided liability coverage for ALL ASSIGNED** clinical experiences, both on-campus and off-campus. You **may not** begin your clinical experience unless you purchase liability insurance.
 - ii. The blanket policy DOES NOT provide coverage for any non-assigned event outside of requirements of the educational program where a student may work or volunteer.
- e. **Transportation to Clinical Sites** - Students are responsible for their own transportation to and from their clinical experience assignments. On-campus assignments are typically located at (or very near) sites on the campus bus loop, but some on-campus and all off-campus sites may require the student to arrange transportation. In cases where a student regularly ride-shares with another student, it is expected that transportation expenses are shared. Lack of transportation is not an excusable absence for class or supervised practice.
- f. **Immunizations & Physical Exam** – See the *Health and Physical Capabilities* section in this handbook for health screening and immunization requirements for the division. In the event that a student requires additional immunizations and/or a tuberculosis test to meet requirements, the cost of such immunizations is the student's responsibility. All required immunizations are available through the Student Health Center (no office visit fee). All students must have a two-step TB test within 30 days of beginning the supervised practice site (traditionally between the junior and senior years). You may not begin supervised practice if you are not up to date on your immunizations.

- g. **Professional Associations** – Students **must** join The American Dietetic Association during their junior and senior year for undergraduate students and all three years for coordinated graduate students and are strongly advised to join the Columbus Dietetic Association, and perhaps their local dietetic association. Information may be found on the bulletin board immediately outside Medical Dietetics or at The American Dietetic Association website: www.eatright.org.

Financial Assistance

Financial aid for The Ohio State University Allied Medical Professions students is conducted by the Office of Student Financial Aid, 550 Lincoln Tower, 292-0300. Students with financial needs must be prepared to fill out all application forms by the deadlines and become knowledgeable about various sources of financial aid. It is advisable to keep on-going financial records and plan a budget.

Financial aid applications for regularly enrolled students are available in early January from the Student Financial Aid Office. Applications for loans have different due dates. Most aid to Allied Medical Professions students is based on need; therefore the appropriate paperwork should be submitted well before the stated deadlines. All questions concerning need-based aid and university scholarships should be directed to the Student Financial Aid Office. See the Graduate School Bulletin for Financial Aid information.

The costs associated with clinical experience and other expenses of a specific program are listed elsewhere in this Handbook. If you plan to become employed, it is important to consult with a faculty advisor on how a working schedule may affect your performance in the program.

The American Dietetic Association awards a limited number of scholarships to senior Dietetic students. The scholarships are awarded on the basis of:

1. financial need
2. academic achievement
3. potential contribution to the profession

Information about applications is available from the Medical Dietetic academic advisors. Applications must be submitted to The American Dietetic Association by February 1.

Students may apply for University awarded scholarships at the University's Financial Aid Office. These applications must be submitted by March 1.

Edgar W. Ingram Scholarship, funded by the White Castle Foundation, the Barbara Bott Memorial Scholarship, and the M. Rosita Schiller Scholarship are available to Medical Dietetic students. Application is made during Spring Quarter. See your academic advisor for an application form. Allocation of monies is based on scholarship and need. The recipient(s) is selected by members of the Medical Dietetics faculty. Depending on the funds available, two or more students may receive each of these scholarships.

Scholarships also are available through the Columbus Dietetic Association, the Ohio Nutrition Council, and your district dietetic association. See your academic advisor or the Program Director for application materials.

V. PROFESSIONAL CURRICULUM

A. Mission, Vision and Goals

Mission: The Coordinated Program in Medical Dietetics, in conjunction with available expertise from the university and surrounding community, prepares high caliber, creative, and resourceful dietitians for current and future practice through didactic and supervised practice courses consistent with the Standards of Education for The Commission on Accreditation for Dietetics Education of The American Dietetic Association. The concentration area is medical nutrition therapy; through the continuum.

Vision: The Coordinated Program in Medical Dietetics is an educational program within a land-grant university offering a liberal education for dietitians to practice in the health and wellness continuum, promoting optimal nutrition throughout the lifespan

The coordinated program will:

1. Enroll high caliber students, support them through faculty counseling, and continually challenge them toward success.
 - Over five year period of time, fill a minimum of 75% of 20 positions each year at sophomore level and all students to have a 2.70 (B-) or above.
 - Over five year period of time, fill all open positions when class enters junior year and all students to have a 2.70 (B-) or above.
 - Over five year period of time, fill five open positions of coordinated graduate program with students who have a 3.0 or above and GRE scores competitive to other applicants to the School of Allied Medical Professions.
 - Over five years, 95% of students who enter the program will complete it.
 - Over five years, 90% of students who enter the program will complete it within the class timeline they begin.
 - Preceptors (100%) indicate on surveys a rating of 4-5 on the overall quality of students with whom they worked this year.
 - Students indicate on surveys a rating of 4-5 on academic advising.
 - Students indicate on surveys a rating of 4-5 on support to completion of program by faculty and preceptor.
 - Students who do not meet academic criteria for continuing within their class timeframe are given a plan to continue within one week of the following quarter.
2. The program will prepare graduates to be competent entry-level dietitians.
 - Alumni achieve over a 5-year period a first-time pass rate of at least 80% on the RD exam.
 - Within 3 months of completing the program 70% or more of CP graduates/alumni who sought employment in dietetics will be employed.

- Students achieve a satisfactory rating for all the entry-level competencies.
 - All students achieve an overall rating of competent for entry-level practice at the end of the culminating experience by both the preceptor and faculty member.
 - All students respond that they feel prepared to accept a position with primary responsibility being medical nutrition therapy.
 - One year post graduation, alumni who accepted a position in which medical nutrition therapy was the primary responsibility report that they were competent to begin their job.
 - One year post graduation, employers of alumni who accepted a position in which medical nutrition therapy was the primary responsibility, report that the alumni were competent to begin their job.
 - Annually, program evaluators report curriculum up-to-date.
3. The program will prepare graduates to demonstrate a commitment to evidence-based practice in the area of medical nutrition therapy.
- Within 12 months of completing the program, a minimum of 50% of graduates/alumni will indicate on the alumni survey that they work in an area of medical nutrition therapy.
 - Alumni report using evidence-based practice one year post graduation.
 - Students will show evidence of using evidence-based knowledge throughout program.
 - All students complete an evidence-based audit of one disease state and present to fellow students in the culminating experience.
 - Preceptors (100%) indicate on surveys a rating of 4-5 on the overall quality of students with whom they worked this year.

B. Curriculum

The Coordinated Program in Medical Dietetics is designed to meet (1) OSU degree requirements, (2) ADA Foundation Knowledge and Skills for the Didactic Component of Entry Level Education Programs, and (3) ADA Competency Statements for the Supervised Practice Component Entry-Level Dietitian Education Programs. The curriculum for the undergraduate students includes the OSU general education curriculum (GEC), required prerequisite and supporting courses, and major courses from both the Medical Dietetics Division and the Department of Human Nutrition and Food Management. The curriculum for the graduate students includes the coursework for the Advanced Clinical Nutrition Tract and requires a thesis. Updated curriculum guides may be found at:

<http://www.amp.osu.edu/current/curriculumguides/index.cfm>.

DEGREE REQUIREMENTS FOR UNDERGRADUATE COORDINATED PROGRAM

A minimum total of 181 quarter credit hours, including all general graduation requirements,

general education curriculum, program prerequisites, and professional curriculum. Please note that the Board of Trustees approved a revised GEC on June 1, 2007. Students who begin studies at OSU from Autumn 2007 and beyond are subject to this revision. Students should contact Student Affairs for information about their specific situation.

General Education Curriculum (79-80 hours)

Students must complete the General Education Curriculum (GEC) before graduating from the University.

Writing and Related Skills (10 hours)

Natural Sciences (20 hours)

Social Sciences (10 hours)
hours)

Mathematical and Logical Analysis (9-10

Art and Humanities (20 hours)

Diversity Experiences (0-15 hours)

Breadth Courses (10 hours)

Program Prerequisites (79-81 hours)

Students who wish to apply to the Medical Dietetics Division must have completed at least 45 quarter credit hours including all of the following program prerequisite courses or their equivalent with a C- or better by the end of Summer Quarter prior to enrollment in the professional program.

Prerequisites for sophomore level admission

Math 148 or higher

English 110

Chemistry 121 or 101

Psychology 100

Chemistry 122 or 102

Sociology 101

Biology 113

Med Diet 201 (optional)

Prerequisites for junior level admission

Students should complete the courses listed above and the following courses.

EEOB 232

Economics 200

Anatomy 199.04

Stats 135 or 145

Microbiology 509

Human Nutrition 310

Options for Biochemistry

Human Nutrition 314

(1) Molecular Biochem 311 and 312

(2) Biochem 211, 212 AND Chemistry 231

Professional Curriculum (84 hours)

The professional curriculum includes courses available to students who have been admitted to the professional program. It is completed in sequence and there is no provision for part-time or evening-only enrollment. The program includes approximately 1200 hours of supervised practice in hospitals, nursing homes, and community agencies.

SUGGESTED SCHEDULING PLAN

The following plan demonstrates how students may complete the Medical Dietetics program in 13 quarters. The quarter and year in which some courses are placed can be adjusted to meet the individual needs of students. It is assumed that students following this plan will begin Professional coursework (Year 3) in Autumn 2009.

Year 1	Year 2	Year 3	Year 4
Autumn Allied Med 100 (1) Math 148 or higher (4-5) Psych 100 (5) GEC (5) Total (14-15)	Autumn EEOB 232 (5) Stats 135 or 145 (5) GEC (5) Molbiochem 311 or Biochem 211 (3-5) Total (18-20)	Autumn Med Diet 545 (4) Med Diet 546 (2) Humn Ntr 506 (3) Allied Med 630 (3) GEC (5) Total (17)	Autumn Med Diet 646 (10) OR Med Diet 422/685.01 (10)OR Med Diet 422/685.02 (10) Med Diet 645 (3) Total (13)
Winter Med Diet 201 (1) Chem 101 or 121 (5) Sociology 101 (5) GEC (5) Total (16)	Winter Micro 509 (5) Humn Ntr 314 (5) GEC (5) Molbiochem 311 or Biochem 211 (3-5) Total (18-20)	Winter Med Diet 520/520.01 (5) Med Diet 637.01 (3) Allied Med 636 (3) Allied Med 680.01 (3) Total (14)	Winter Med Diet 647 (3) Med Diet 620 (3) Med Diet 638 (3) GEC (5) Total (14)
Spring Chem 102 or 122 (5) Biology 113 (5) English 110 (5) Total (15)	Spring Anatomy 199.04 (5) Humn Ntr 310 (5) Econ 200 (5) Chemistry 231* (3) Total (18)	Spring Med Diet 420 (5) Med Diet 521/521.01 (6) Med Diet 530 (4) GEC (5) Total (20)	Spring Med Diet 685.01 (4)OR Med Diet 685.02 (4) Med Diet 688 (6) Med Diet 695 (1) GEC (5) Total (16)
		Summer Med Diet 646 (10) OR Med Diet 422/685.01 (10)OR Med Diet 422/685.02 (10) GEC (5) Total (15)	

* Chem 231 only required for the Biochem 211/212 series.

6. DEGREE REQUIREMENTS FOR GRADUATE COORDINATED PROGRAM

The Coordinated Graduate track of the Medical Dietetics program is designed for the student who has an undergraduate degree in a major other than dietetics and would like to return to school to pursue a career as a dietitian. Students will enter the program, for one academic year, as an undergraduate student. Student will transition to the Graduate School and ultimately earn a Master of Science upon complete of all program requirements. This program is not open to students who have completed a didactic program in dietetics.

PROGRAM PREREQUISITES

Students who wish to apply to the program must have completed an undergraduate degree and all of the following program prerequisite courses or their equivalent with a C- or better by the end of Summer Quarter prior to enrollment in the professional program.

- | | |
|-----------------------------|-----------------------|
| Math 148 | Economics 200 |
| Sociology 101 | Chemistry 121 and 122 |
| Psychology 100 | Biology 113 |
| Biochemistry 511 OR 311/312 | Statistics 135 |
| EEOB 232 | Human Nutrition 310 |
| Anatomy 199.04 | Microbiology 509 |

Professional Curriculum (84 hours)

The professional curriculum includes courses available to students who have been admitted to the professional program. It is completed in sequence and there is no provision for part-time or evening-only enrollment. The program includes approximately 1200 hours of supervised practice in hospitals, nursing homes, and community agencies.

Year 1	Year 2	Year 3
Autumn Med Diet 519 (3) Med Diet 545 (4) Med Diet 546 (2) Human Nutrition 506 (3) Total (12)	Autumn Allied Med 730 (3) Allied Med 795B (1) Med Diet 693 (2) AEE 885 (3) Total (9)	Autumn Allied Med 889.01 (2) Allied Med 999 (2) Med Diet 857 (3) Total (7)
Winter Med Diet 520.01 (4) Med Diet 637.01 (5) Human Nutrition 314 (5) Total (1)	Winter Med Diet 693 (2) Med Diet 838 (3) Allied Med 850 (3) Elective (3) Total (11)	Winter Allied Med 795 (1) Allied Med 999 (2) Med Diet 647 (3) Med Diet 856.01 (3) Total (9)
Spring Med Diet 420 (5) Med Diet 521 (4) Med Diet 521.01 (1) Med Diet 530 (4) Total (14)	Spring Allied Med 753 (3) Allied Med 892 (3) Allied Med 999 (2) Elective (3) Total (11)	
Summer Med Diet 693 (2) Alli Med 630 (3) Med Diet 999 (2)		

Total (5)

Each student is assigned to supervised professional practice to develop

professional competency. Assignments include a minimum of 1200 hours:

- a. Medical nutrition therapy - Clinical experiences and post clinical conferences with emphasis on assuming responsibility for patient nutrition care in the acute care, community, and out-patient settings. Hospital sites:
 - Adena Regional Medical Center, Chillicothe, OH
 - Children's Hospital
 - Mount Carmel Medical Center
 - OSU Medical Center
 - Riverside Methodist Hospital

- b. Foodservice Systems Management
 - OSU Medical Center
 - Riverside Hospital
 - Long-term care sites
 - School Systems
 - OSU Residence Dining

- c. Community Nutrition Methods of discovering problems in public health nutrition and practical application of nutrition information for improvement of nutritional status at various age levels. Community sites:
 - Central Ohio Diabetes Association
 - Central Ohio Nutrition Center, Inc.
 - Columbus Health Department
 - Franklin County Board of MR/DD
 - Lifecare Alliance
 - Ohio Department of Education
 - Children's Hunger Alliance (Ohio Hunger Task Force)
 - OSU Center for Wellness and Prevention
 - OSU Women's Health Initiative
 - South Side Family Health Center
 - Westerville City Schools

- d. Long Term Care Identification of the documentation mandated for extended care and the nutritional care plans for persons in extended care facilities.
 - Multiple sites are used each year

- e. Culminating Experience: Our approved concentration area is medical nutrition therapy. Numerous sites are available to select from including many listed above. This experience allows students relief.

- f. Students on academic or professional probation may not continue in supervised practice. Please refer to the School of Allied Medicine Handbook for further information regarding probation.

- g. Students may request to take the supervised practice the summer quarter between the junior and senior year and/or for the culminating experience out-of-town. This request must be in writing by January 31st of the year the student wishes to participate in an external supervised practice experience. Students must be in good academic standing to participate. Students will need to find potential sites for the supervised practice and provide them to the clinical coordinator. The site must be able to meet the objectives of the supervised practice experience to be considered. Only if an affiliation agreement can be accepted by Ohio State and the proposed site will a student be allowed to go.

Regular interaction is required with the course faculty coordinator and the Program Director schedules a 2-hour seminar and evaluation near the end of the program.

7. Graduation Requirements

Total minimum requirements for graduation in the Medical Dietetics curriculum equals 181 credits for the undergraduate program and 24 undergraduate and 51 graduate credits for the graduate program. Supervised practice begins during Summer Quarter between the junior and senior year or between the first and second year for the coordinated graduate student. A Verification of Completion, signed by the Program Director is required for eligibility to take the registration examination. Students normally graduate in June of the 4th year. However, coordinated graduates students may graduate winter quarter their last year (third year). A School of Allied Medical Professions Pre-commencement Ceremony for the undergraduate students, attended by family and friends, is held the evening before graduation; attendance is required and students receive a certificate of program completion at this event.

8. Academic Requirements

Minimum academic achievement is required of all students admitted to the Medical Dietetics Division and for continued enrollment in the division.

- a. Undergraduate students' admission to the Medical Dietetics Program is conditional upon the attainment of a cumulative point-hour ratio of at least 2.50. However, students are selected on a competitive basis and students with above a 3.0 are more likely to be admitted. Continued enrollment is dependent upon the maintenance of a minimum cumulative point-hour ratio of 2.50 and a quarter point hour ratio of 2.0.

Graduate students' admission to the Medical Dietetics Program is conditional upon the attainment of a cumulative point-hour ratio of at least 3.0 for undergraduate students. However, students are selected on a competitive basis and students with above a 3.0 are more likely to be admitted. Continued

enrollment is dependent upon the maintenance of a minimum cumulative point-hour ratio of 3.0 and a quarter point hour ratio of 3.0.

b. Undergraduate transfer students from another university who are admitted to advanced standing in this University shall be treated as though their entire residence has been at this University. Their point-hour ratio will be computed only upon work done at this University. For graduation with honors, grade point average is computed on courses completed at Ohio State. To be eligible for honors, a student must have completed at least 90 credit hours at this University. Please note that the Freshman Forgiveness Rule does not apply to graduate school entry. All grades will be considered regardless of re-taking the coursework.

b. Any undergraduate student who fails to achieve the necessary cumulative and quarterly professional point-hour ratio in all courses in any quarter shall receive a warning letter and may be placed on probation. Release from probation is dependent upon achievement of the required grade in any course and the 2.50 cumulative and 2.0 quarterly professional point-hour ratio the following quarter. The student will be notified of the probationary status by the Director of the School. Such notification includes a clear statement of the student's academic requirements to avoid disenrollment from the Program.

Any graduate student who fails to achieve the necessary cumulative and quarterly professional point-hour ratio in all courses in any quarter shall receive a warning letter and may be placed on probation. Students entering the graduate program should refer to the School's and University's handbooks for rules regarding required grades. The student reports to the Graduate School upon entering the graduate level of the program and is subject to all rules. Repeated probation may result in dismissal from the program. Students who enter academic probation during the first year of the coordinated graduate program may not continue the program.

Students on probation may not enter the supervised practice coursework.

c. Any extenuating circumstances relating to an individual student's academic progress will be considered by the faculty. Students have the right to present a petition for consideration by the Medical Dietetics Director and follow-up by SAMP Executive Committee.

d. At the end of each quarter each student's progress is evaluated.

e. A grade of C- or better is required in each of the following courses before proceeding to Medical Dietetics courses. Students who receive an E, D, or D+ in these courses must repeat them or a suitable substitute before they will be permitted to begin the junior year of the program.

Human Nutrition 310, 314
Anat & ME 199
Microbiology 509
EEOB 232
Biochem 211, 212 & Chem 231 OR Mol Biochem 311, 312

A grade of C- or better is required in each Medical Dietetics course and in HNFM 506 and 610. When less than a C- is received, the course must be repeated and this is likely to delay program completion. Most Med Diet course are offered only one-time per year, which will likely result in delay in the student's progress toward program completion.

A minimum of C- (or S) is required in each of the following courses before progressing to the next in the sequence of professional courses.

AM 630 to Med Diet 420 to 422, 622, and 620
Med Diet 546 to Med Diet 520 to 521
AM 680.01 to Med Diet 521 to 645 and 646
Med Diet 530 to 646
Med Diet 636 to Med Diet 637.01 to 685.02
Med Diet 422, 646, 685.01 and 685.02 to 688
HNFM 506 OR Med Diet 639 to 685.01

Students will be placed on probation until a grade of "C-" or better is achieved in the designated courses (D+, D or E is not sufficient to be removed from probation). Students cannot advance to the next Medical Dietetics course with less than a "C-" in previous professional courses. If it appears that the course requirements are not being met by mid-quarter, the student will receive a letter of academic warning from the division for the purpose of helping the student receive every opportunity to improve. Students who are on probation may not continue in Supervised Practice.

A grade of D+ or D in a professional or designated pre-professional course will necessitate that the student repeat the course in which such a grade was received before continuing with the sequential professional requirements of the program. These courses include:

Biochemistry 211, 212 and Chem 231 OR
Molecular Biochemistry 311, 312
Anat & ME 199
Micro Biol 509
Stat 135/145
EEOB 232
Economics 200

For further information on Repetition of Courses refer to Rule No. 3335-7-28, the University's revised rule on course repetition.

- f. The following courses, in addition to the General Education Curriculum courses, may not be taken for Pass/Non-Pass credit:

Allied Medicine 630 or Bus. Adm. 500
Allied Medicine 680.01
CBN & Anat 199
Human Nutrition 310, 314, 506, 610
Biochemistry 211, 212 OR Molecular Biochemistry 311, 312
All Medical Dietetics coursework
Microbiology 509
Organic Chemistry 231
EEOB 232

- g. Any student who is performing unsatisfactorily in a supervised practice course should receive a written evaluation from the course instructor midway through the course. The evaluation should include warning of possible failure. Specific guidelines must be provided regarding what a student must do/not do to receive a passing grade. At the end of the course the faculty member, in consultation with supervised practice preceptor, should decide whether the student should fail the course or if the student has the potential to pass the course by spending additional time in supervised practice. If the student is likely to need more than a week or two to meet the required competencies, the student should be given a failing grade and not be permitted to continue the course sequence.

In the event that a student is expected to meet competencies within a short period (a week or two), the faculty member is responsible for (a) discussing the situation with other faculty members and coming to agreement on how additional time should be scheduled, (b) scheduling the time and arranging supervision with a preceptor, (c) providing for content remediation needed by the student, (d) defining in writing what the student must accomplish during the additional supervised practice time, and (e) determining, with input from the preceptor, whether the student should receive a passing grade after the additional week(s) of supervised practice.

- h. Supervised Practice is graded satisfactory or unsatisfactory (S-U). Students who receive a failing evaluation (U) of clinical performance, who withdraw when failing at any time during the placement, and/or whose preceptor requests termination of the placement by the instructor will receive a U and must repeat the affiliation and achieve an S grade. Students who receive U grades in two placements will not be scheduled for other placements (Med Diet 688) and will not receive the Verification of Program Completion that is needed for eligibility to take the Registration Examination.

C. Class Attendance

Attendance is required for all classes and assigned field experiences. If the student is tardy or cannot attend class because of illness or for some other valid reason, , the instructor in charge of the course should be notified. Students in supervised practice should notify their preceptor and their faculty member if they expect to be tardy or absent.

The academic calendar is posted on the University website several years in advance. It is the student's responsibility to be familiar with these dates and to plan personal leave or obligations during official academic breaks. This is especially important for plans for arrangements for personal travel surrounding holidays, finals and quarter breaks.

The student who misses a class will be responsible for the material missed. If the class is laboratory or field observation the instructor will decide whether a make-up experience is necessary. The preceptor, in consultation with the instructor of record, will determine if supervised practice experiences must be made up if a student has missed more than one day during a quarter. Senior students will be requested to make-up times missed for job interviews. Students should attempt to schedule these interviews on days when there is no supervised practice. If a student has received a warning in supervised practice, no days may be excused for job interviews.

- D. Coursework to Achieve Prerequisites for Graduate School of Other Programs
Students needing coursework for prerequisites to enter other graduate programs must schedule these courses around their Medical Dietetics Curriculum. Students may not leave supervised practice to take courses.

D. Transportation to Supervised Practice Sites

The Medical Dietetics student is responsible for his or her own transportation to assigned field observation or supervised practice. It usually works well for students to car pool if two or more are traveling to the same site. Students should carry health insurance and auto insurance; they are liable for any costs associated with an accident or mishap that occurs while traveling to or from and during placement at supervised practice sites. Riders should share expenses with the student driving.

E. Responsibility for Expenses

Students are not eligible for coverage under a facility's Workers' Compensation. Students need to cover their own expenses for medical treatment. If an injury occurs while at a practice site, the student must complete any accident report form as required by the facility.

F. Health and Medical Care

Refer the Student Handbook for Students in the School of Allied Medical Professions. Note that you must complete your initial health evaluation and have it on file in the Student Health Services Office prior to the first week of the Autumn Quarter of the junior level year or when you enter the coordinated graduate program.

NOTE: You must have a two-step PPD (Tuberculosis Test). You should wait to have this test until the Spring Quarter of the junior year or of the first year of the coordinated graduate program. You must have this test within six weeks of beginning your supervised practice.

1. Procedures for Obtaining Medical Care for Students covered by OSU Student Health Insurance:

- a. If a minor injury occurs between 8:00 AM and 4:30 PM the student should go to the Wilce Student Health Center located at 1875 Millikin Road. Insured students have a benefit available of \$1,000 per plan year for eligible expenses incurred in the health center. The deductible, co-payments (except for Preventive Medicine Services) and pre-existing condition exclusion will be waived for eligible expenses covered by the Student Health Service benefit.
- b. For a minor injury occurring outside the Wilce Student Health Center office hours, but between 8:00 AM and 8:00 PM Monday - Friday or 10:00 AM - 6:00 PM on Saturday or Sunday, the student should go to the nearest Med-Ohio urgent care facility. There is a \$15 co-pay for eligible Urgent Care visits. Since this coverage is provided through the OSU insurance carrier, limitations for pre-existing conditions and other exclusions will apply.
- c. For medical emergencies, the student should go to the OSU Medical Center or nearest emergency room. Emergency Room visits will require a \$50 "special deductible" to be billed to the individual by the hospital. Coverage for eligible expenses is complete up to \$500. Charges in excess to this amount will be processed under Major Medical. Student insurance will apply the pre-existing condition exclusion where applicable. Emergency transportation to a hospital emergency room is covered (up to \$1,000 per year) by insurance.

2. Procedures for Obtaining Medical Care for Students not covered by OSU Student Health Insurance

- a. If the injury is minor, the student may go to the Wilce Student Health

Center, 1875 Millikin Road. There is no charge to see a medical professional at this facility. Fees will be charged if lab tests, x-rays, minor surgical procedures or pharmaceuticals are required. If you do not carry student health insurance, you must pay for medical services at the time of your visit. Major credit cards are accepted.

- b. For a minor injury occurring outside the Wilce Student Health Center office hours, but between 8:00 AM and 8:00 PM Monday - Friday or 10:00 AM - 6:00 PM on Saturday or Sunday, the student should go to the nearest Med-Ohio urgent care facility. There is a \$10 co-pay for eligible Urgent Care visits. Since this coverage is provided through the OSU insurance carrier, limitations for pre-existing conditions and other exclusions will apply.

G. Portfolio

At the beginning of the professional year each student is presented with a Portfolio outline and must purchase a book (\$25.00) on how to assemble a portfolio. The portfolio should be updated each quarter so that students share responsibility for their professional growth and can set goals for accomplishments each term. This portfolio can be used during job interviews to illustrate your skills and accomplishments.

VI. PROFESSIONAL APPEARANCE

Each student enrolled in an allied health profession is expected to maintain proper personal appearance and to dress appropriately for the health care setting.

In a memorandum to all medical students, former Vice-President Meiling stated:

"Remember the dignity of the person of your patient; he [or she] may feel threatened by extremes of difference. No matter what the ends of the spectrum may be, moderation in appearance and action will engender the most confidence and impart the most comfort to patients and their families."

The style of clothing acceptable and/or appropriate for public wearing is not always acceptable or appropriate to the health areas. The health area buildings include: School of Allied Medical Professions, Dodd Hall, Means Hall, , Rhodes Hall, Doan Hall, Starling-Loving Hall, James Cancer Center, Wiseman Hall, Postle Hall, Meiling Hall, and the University Hospitals Clinic.

A student must assume responsibility for appropriate appearance and dress in lecture and in clinical areas. Good grooming is essential. Exaggerated clothing and hair styles or unkempt beards are out of place in the health areas.

Dress at Supervised Practice Sites

When in the clinical area Medical Dietetics students reflect their chosen profession to health center staff and visitors. They are expected to adhere to the prescribed code of dress and grooming when in the health center area.

Dress clothes and laboratory coats should be clean, neat, and appropriate to the health professional attire of the institution where the clinical experience is obtained.

Hair nets are worn in any food service preparation and serving area.

Women should wear a 3/4 length or full length white laboratory coat or a white uniform with patch and name tag attached. Shoes for walking and nude hose are recommended. Sport or athletic shoes, boots, open-toed or open-heeled shoes, bare legs and jean pants are not acceptable attire. When in the food service area, women should wear white uniform, duty shoes, and hair nets or caps.

Men should wear a white short laboratory coat with patch and name tag attached and a dress shirt and tie when in the patient clinical area. Jean pants, boots, open-heeled or open-toed shoes are not allowed. When in the food service area, men should wear a white uniform including white shirt and white pants, or white pants, white jacket, dress shirt and tie, and hair net or cap.

The laboratory coat should be long enough to be worn with appropriate length street clothes in the clinical area. It should have long sleeves and be of an easily launderable fabric.

Body piercings, except for ears, and tattoos are not acceptable and must be concealed from visible sight. It may be necessary for a faculty member to recommend specific changes in these guidelines for a particular class. Any changes will be discussed with students by individual faculty members.

Students must adhere to the dress code of any site they attend.

VII. PROFESSIONAL CONDUCT

A. Standards of Practice

The American Dietetic Association publishes generic Standards of Practice for the profession. Several practice groups have elaborated on the core Standards for practitioners in a particular area of practice. Some individual dietitians have enumerated criteria and performance indicators for each of the Standards. The Standards are:

Standard 1:

Develops, implements, and promotes quality service based on client

expectations and needs.

Standard 2:

Effectively applies, participates in or generates research to enhance practice.

Standard 3:

Successful dietetics professionals apply knowledge and communicate effectively with others.

Standard 4:

Uses resources effectively and efficiently in practice.

Standard 5:

Systematically evaluates the quality and effectiveness of practice and revises practice as needed to incorporate the results of evaluation.

Standard 6:

Engages in lifelong self-development to improve knowledge and skills that promote continued competence.

References:

1. Standards of Practice Task Force. The American Dietetic Association Standards of Professional Practice for Dietetics Professionals. *J Am Diet Assoc.* 1998;98:83-87.
2. Witte SS et al. Standards of Practice criteria for clinical nutrition managers. *J Am Diet Assoc.* 1997;97:673-678.
3. Gilmore SA et al. Standards of Practice criteria: consultant dietitians in health care facilities. *J Am Diet Assoc.* 1993;93:305-308.
4. Winkler MF. Standards of Practice for the nutrition support dietitian: importance and value to practitioners. *J Am Diet Assoc.* 1993;93:1113-1116.

B. Code of Ethics for the Profession of Dietetics

The Code of Ethics is based on the following 19 principles.

1. The dietetic practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
2. The dietetic practitioner avoids discrimination against other individuals on the basis of race, creed, religion, sex, age, and national origin.
3. The dietetic practitioner fulfills professional commitments in good faith.
4. The dietetic practitioner conducts him/herself with honesty, integrity, and fairness.
5. The dietetic practitioner remains free of conflict of interest while fulfilling the objectives and maintaining the integrity of the dietetic profession.
6. The dietetic practitioner maintains confidentiality of information.
7. The dietetic practitioner practices dietetics based on scientific principles and current information.

8. The dietetic practitioner assumes responsibility and accountability for personal competence in practice.
9. The dietetic practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and seeks counsel or makes referrals as appropriate.
10. The dietetic practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetic practitioner does not advertise in a false or misleading manner.
11. The dietetic practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetic practitioner does not advertise in a false or misleading manner.
12. The dietetic practitioner promotes or endorses products in a manner that is neither false nor misleading.
13. The dietetic practitioner permits use of his/her name for the purpose of certifying that dietetic services have been rendered only if he/she has provided or supervised the provision of those services.
14. The dietetic practitioner accurately presents professional qualifications and credentials.
 - A. The dietetic practitioner uses "RD" or "registered dietitian" and "DTR" or "dietetic technician, registered," only when registration is current and authorized by the Commission on Dietetic Registration.
 - B. The dietetic practitioner provides accurate information and complies with all requirements of the Commission on Dietetic Registration program in which he/she is seeking initial or continued credentials from the Commission on Dietetic Registration.
 - C. The dietetic practitioner is subject to disciplinary action for aiding another person in violating any Commission on Dietetic Registration requirements or aiding another person in representing himself/herself as an RD or DTR when he/she is not.
15. The dietetic practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
16. The dietetic practitioner makes all reasonable effort to avoid bias in any kind of professional evaluation. The dietetic practitioner provides objective

evaluation

or

under

 of candidates for professional association membership, awards, scholarships, job advancements.
17. The dietetic practitioner voluntarily withdraws from professional practice the following circumstances:
 - A. The dietetic practitioner has engaged in any substance abuse that could affect his/her practice;
 - B. The dietetic practitioner has been adjudged by a court to be mentally incompetent;
 - C. The dietetic practitioner has an emotional or mental disability that affects

his/her practice in a manner that could harm the client.

18. The dietetic practitioner complies with all applicable laws and regulations concerning the profession. The dietetic practitioner is subject to disciplinary action under the following circumstances:
 - A. The dietetic practitioner has been convicted of a crime under the laws of the United States which is a felony or a misdemeanor, an essential element of which is dishonesty, and which is related to the practice of the profession.
 - B. The dietetic practitioner 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.
 - C. The dietetic practitioner 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. The dietetic practitioner 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 American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration.

For the complete Code of Ethics for the Profession of Dietetics, refer to J Am Diet Assoc 1999; 99:109-113 or go to www.eatright.org.

VIII. PROFESSIONAL ACTIVITIES

A. University Committee Memberships

Students are encouraged to participate in the Medical Dietetics Division, School of Allied Medical Professions Student Council, and University Hospital Department of Dietetics committees, and any other university-related organizations.

B. Professional Organizations

1. Medical Dietetics Student Dietetic Association (SDA)

All students admitted to the Medical Dietetics Division are eligible to become members in this association. Dues are nominal and payable to the SDA treasurer. The purpose of this organization is to promote the dietetic profession through meetings, programs and activities related to dietetics and nutrition. It also serves as an ombudsman for the needs of the group and stimulates fellowship and group feeling. Election of officers is held Spring Quarter of each academic year. Meetings are held twice per quarter.

SDA also provides social activities for students and faculty. Two annual events are the Autumn Potluck Dinner and the Senior Picnic (sponsored by the junior class) which is held Spring Quarter.

2. Affiliate Membership, American Dietetic Association

Students are required to apply for affiliate membership in The American Dietetic Association anytime after Spring Quarter of the sophomore year. The cost of affiliate membership is \$49.00 per year. This entitles students to a subscription to the Journal of the American Dietetic Association, access to the “members only” section of the ADA website, and discounts on ADA publications and products.

3. Affiliate Membership, Columbus Dietetic Association

Students may apply for student membership in the Columbus Dietetic Association. Cost is \$10.00 per year. Meetings are held monthly and topic areas vary. Attending meetings provides students with good networking experiences and increases educational opportunities. Attendance at such meetings can be recorded in your Portfolio to show professional development.

4. Regular Membership, American Dietetic Association

Active membership in The American Dietetic Association is contingent on professional knowledge, skills and competencies. The Medical Dietetics curriculum is designed to meet both these standards. The experience requirements for membership are integrated into the professional Medical Dietetics curriculum. The following requirements fulfill the minimum knowledge, skills and competencies for ADA membership:

- Allied Medicine 630 or Business Adm. 500
- Allied Medicine 680.01
- All Medical Dietetic courses except 201
- Anat & ME 200/199
- Chemistry 101/121, 102/122
- Economics 100/200
- English 110
- Human Nutrition 310, 314, 506, 610
- Math 116 or higher
- Biochemistry 211/212 and 231 OR Molecular Biochemistry 311/312
- Microbiology 509
- Psychology 100
- Sociology 101/201
- Statistics 135
- EEOB 232

Application materials for active membership in The American Dietetic Association are given to each senior prior to program completion. Each student is responsible for preparing and mailing the completed application to The American Dietetic Association.

5. Verification of Program Completion

Students who successfully complete the program are given five copies of the *Verification of Program Completion* form with the Program Director's original signature. Requirements for successful completion include:

- A. Completion of each required course with a grade of C- or better.
- B. Completion of all General Education Curriculum requirements for undergraduate students.
- D. Completion of Thesis if Coordinated Graduate student.
- C. Receipt of the bachelor's degree or master's degree.
- D. Completion of three quarters of supervised practice with a grade of "satisfactory" in each course.

6. Dietetic Registration

Registration protects the health, safety, and welfare of the public by encouraging high standards of performance of persons practicing the profession of dietetics. In addition, registration provides the professional with the advantage of a legally protected designation, "Registered Dietitian", or "R.D." and also supplies an easily usable measure of professional competence in legislative and administrative standard setting.

Medical Dietetics students are eligible to take the registration examination after completing the B.S. degree and all required courses and supervised practice experiences. Examination procedures are announced during the senior year; the R.D. exam is computerized and may be taken at centers once the student has received eligibility to sit for the exam.

7. Licensure

You must be licensed to practice dietetics in the State of Ohio. Eligibility requirements for licensure are the same as those for registration. Applications for licensure must be submitted to the Ohio Board of Dietetics. After completing all program requirements students who intend to work in Ohio must request a "Limited Provisional Permit" to cover them until they pass the RD Exam. After receiving word that you have passed the RD exam, you must apply for a license to practice in Ohio (and 43 other states).

IX. GENERAL INFORMATION

A. Lockers

Lockers are assigned during the Autumn Quarter of the junior year. The locker should be used for storage of coats, extra books, purses, etc., before going to laboratory class. Students must provide their own locks.

Students are encouraged to carry as little money as necessary with them. Unfortunately, petty theft has been reported in the School of Allied Medical Professions.

B. Mailboxes

Each student is given a file folder in the Medical Dietetics reception area. Check this file for general information and for returned class assignments and exams.

C. Student Employment

Medical Dietetics students may seek part-time positions while enrolled in the Medical Dietetics Division. Many students need to work to pay tuition and other living expenses. Attending classes and assigned supervised practice experiences must be given priority ahead of a work schedule. You are expected to attend classes and to be at the designated hospital, clinic, nursing home, or other site during the assigned hours. Work is not an excused absence from any attending all or part of any classes or supervised practice experiences.

Medical Dietetics students wishing employment at the University Medical Center apply for these positions through the Human Resource Department of the Medical Center as do other applicants for these positions.

D. Access to Personal Files

The University policy regarding privacy and release of student record information is contained in the Master Schedule of Classes. Medical Dietetics students may review the content of their files upon request and in the presence of a faculty member or authorized individual, such as the Director, Office of Student Affairs.

The FERPA act creates certain problems for students who may be subjects of news stories. The School cannot release names and addresses or certain other data without prior student permission. We also cannot send credentials to prospective employers without a written request or permission.

The graduate who expects to have prospective employers or graduate schools request information should complete a release form. Also, interns who request recommendations from faculty should use the School recommendation form that includes space for the student's signature.

For questions about this federal legislation, consult the Student Affairs Office or www.ed.gov.

E. Complaint Process

If you believe that our dietetics programs are not in compliance with the accreditation standards, you may file a complaint with the accrediting agency.

The Commission on Accreditation for Dietetics Education will review complaints that relate to a program's compliance with the accreditation/approval standards. The Commission is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained from the Program Director or by contacting the Education and Accreditation staff as follows:

The American Dietetic Association
120 South Riverside Plaza
Chicago, Illinois 60606-6995

Phone: 1-800-877-1600 ext. 4872

Written complaints should be mailed to the Chair, Commission on Accreditation for Dietetics Education at the above address.

G. Affiliation Agreement

Attached is a copy of the affiliation agreement that is formalized with each hospital, nursing home or agency where students are placed for supervised practice. Pay particular attention to what is expected of you, the student, at these facilities.

**CLINICAL EDUCATION AFFILIATION AGREEMENT
between**

and

**The Ohio State University
School of Allied Medical Professions
Medical Dietetic Division**

THIS AGREEMENT, made and entered into the ____ day of _____ 2008, by and between the

_____ (hereinafter referred to as the **FACILITY**) located at _____ and The Ohio State University, School of Allied Medical Professions, (hereinafter referred to as the **SCHOOL**) by and through their duly authorized administrators.

WHEREAS, the **SCHOOL** is currently conducting an educational program Medical Dietetics and desires to obtain clinical education experiences for the students enrolled in the curriculum; and

WHEREAS, the **FACILITY** recognizes the need for and desires to aid in the educational development of ancillary health care professionals, and is willing to make its premises available for such purposes; and

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth it is mutually understood and agreed upon by the parties hereto, as follows.

I. SCHOOL RESPONSIBILITIES

- A. The **SCHOOL** shall be responsible for the curriculum planning, admission, administration, requirements for matriculation, faculty appointments and promotions as required by the accrediting agency in each program.
- B. The **SCHOOL** shall be responsible for the assignment of students to the **FACILITY**. The **SCHOOL** will provide the **FACILITY** with names, dates, and hours of assignment and other information specified by the **SCHOOL** or **FACILITY** at least six (6) weeks prior to the commencement of each student's clinical education placement.
- C. The **SCHOOL** shall determine the course of action when the student is determined unacceptable to the **FACILITY** or **SCHOOL**. The **SCHOOL** is responsible for the withdrawal of the student from the **FACILITY** with written notice to the **FACILITY** of such an action. In an emergency, **FACILITY** can impose temporary or permanent withdrawal of the student from the **FACILITY**. Notices of such withdrawal shall be in writing to the **SCHOOL** and shall state the reason for the withdrawal.
- D. The **SCHOOL** shall provide to the student(s) the **FACILITY's** policies and procedures provided by the **FACILITY**, by which the student(s) are expected to abide during periods of clinical placement and while on **FACILITY** premises.
- E. The **SCHOOL** as part of its curriculum, must instruct students as to the importance of patient privacy and confidentiality, as well as inform them of the various federal, state and local laws that may impact patient confidentiality. **SCHOOL** also agrees that it shall inform students that they are to comply with **FACILITY's** written policies and procedures for patient confidentiality, including those implemented pursuant to the Health Insurance Portability and Accountability Act of 1996 and the rules and regulations promulgated thereunder, if applicable. **SCHOOL** also shall make reasonable, good faith efforts to cause its faculty to maintain the confidentiality of all **FACILITY** patients and records. The students shall comply with **FACILITY's** rules, regulations, policies & procedures, including, but not limited to, those policies and procedures protecting the privacy of patient health information in accordance with Ohio law and the federal privacy standards codified in 42 CFR Parts 160 and 164.
- F. The **SCHOOL** shall designate a faculty point of contact for communication and coordination of the academic-clinic learning experience.
- G. The **SCHOOL** shall assure that each student assigned to the **FACILITY** has obtained professional liability insurance applicable to the clinical

education experience. A copy of the policy or certificate evidencing such coverage is to be sent to the **FACILITY** on execution of this agreement. The **SCHOOL** shall maintain professional liability malpractice insurance, or self-insurance, of \$1,000,000.00 per occurrence and \$3,000,000.00 in aggregate, applicable to **SCHOOL**. The **SCHOOL** shall notify the **FACILITY** immediately of any changes in coverage.

- H. The **SCHOOL** shall assure and provide proof that the student(s) possess health insurance either through the **SCHOOL** or an individual policy.
- I. The **SCHOOL** agrees to provide the student with an explanation and copy of this Agreement.
- J. **The SCHOOL is a state university, and to the fullest extent permitted by the State of Ohio, including but not limited to Ohio Revised Code Chapter 2743 law and decisions thereunder, the SCHOOL shall be responsible for any and all claims for damages which are attributable to the negligent actions or omissions of the SCHOOL its, officers, or its employees while acting within the scope of their employment or under this AGREEMENT.**

II. FACILITY RESPONSIBILITIES

- A. The **FACILITY** shall be responsible for the administration of the clinical education experience, and in so being, shall provide learning experiences which are planned, organized, and administered by qualified staff in accordance with mutually agreed upon educational objectives and guidelines.
- B. The **FACILITY** will provide applicable policies and procedures to the **SCHOOL**, to which the students shall be expected to adhere, during periods of clinical experience and while on **FACILITY** premises. The **FACILITY** shall be responsible for providing an identification badge for the student.
- C. Pursuant to 45 CFR §164.530, **FACILITY** shall require that all members of the workforce, including employees, volunteers, trainees, and other persons whose performance of work is under the direct control of the **FACILITY**, adhere to and comply with the following:
 - a. No member of the workforce has any authority to act contrary to the provisions of a policy or procedure of the **FACILITY** relating to the use or disclosure of patients' health and medical information.
 - b. Any member of the workforce who violates a privacy policy or procedure, or who orders or who knowingly permits a subordinate to violate a privacy policy or procedure, shall be subject to appropriate disciplinary action, which may include discharge or termination of their relationship with the **FACILITY**.
 - c. Members of the workforce must complete required educational and/or training sessions relating to privacy and confidentiality of personal health information.
- D. The **FACILITY** will assign and designate a clinical point of contact that is to be responsible for planning and administering the clinical education experience.
- E. The **FACILITY** shall be responsible for the facilitation of the student's professional growth through selection of projects for teaching purposes and educational assignments, and for the provision of adequate space, equipment and supplies to meet the objectives of clinical training.

- F. Students shall provide nutrition services for patients only when under the supervision of a registered or licensed dietitian. For other learning experiences such as community nutrition or foodservice management, students may be assigned to work under the direction of other qualified individuals. Students shall perform assignments and participate in staff meetings and inservice educational programs at the discretion of their supervisor(s) as designated by the **FACILITY**.
- G. The **FACILITY** shall on reasonable request, permit the inspection of its clinical facilities, services available for clinical experiences, student records, and such other items pertaining to the clinical education experience as may be relevant, by representatives of the **SCHOOL** or agencies, or both, charged with responsibility for approval of the facilities or accreditation of the curriculum. The **FACILITY** shall report to the **SCHOOL** any change in the approval or accreditation of the **FACILITY** or its clinical education program.
- H. The **FACILITY** shall be responsible for the submission of required reports in accordance with **SCHOOL** procedures and for informing the **SCHOOL** of significant staff or administrative changes in the clinical education experience.
- I. The **FACILITY** agrees to provide emergency health care for illnesses or injuries resulting from the clinical placement. The student shall be responsible for any costs incurred as a result of such care or treatment.
- J. Except in emergencies, the **FACILITY** shall not grant leaves of absence from regular duties to students during their clinical placements without prior approval from the **SCHOOL**.
- k. FACILITY shall be responsible for any and all claims for which are attributable to the negligent actions or omissions of the FACILITY, its, officers, or its employees while acting within the scope of their employment or under this Agreement.**
- L. **FACILITY** must maintain adequate comprehensive general and professional liability insurance.

III. STUDENT RESPONSIBILITIES

- A. The student shall purchase professional liability insurance from a private firm if it is not provided by the **SCHOOL**.
- B. The student shall provide evidence of health status report and/or a negative tuberculin test or negative chest x-ray taken with the six (6) months prior to the clinical practice period.
- C. The student shall provide his/her own Health Insurance coverage if not provided by the **SCHOOL**.
- D. The student agrees to provide his/her own transportation to and from the **FACILITY** as well as any maintenance during the clinical education experience.
- E. The student agrees to abide by the existing rules, regulations, policies and procedures of the **FACILITY** as provided to the student.
- F. The students are trainees, and not employees of the **FACILITY**. Students are not to replace **FACILITY** staff.

IV. BOTH - SCHOOL AND FACILITY

- A. The number of students eligible to participate in the clinical education experience will be mutually determined by agreement of both parties and may be altered by mutual agreement.

- B. Each party agrees that no student participating in the clinical education experience will be deemed to be an employee of the **FACILITY** or the **SCHOOL** nor will the **FACILITY** be liable for the payment of any wage, salary, or compensation of any kind for service provided by the students. Further, no student will be covered under the **FACILITY'S** Worker's Compensation, social security, or unemployment compensation programs.
 - C. Shall acknowledge that the primary purpose for students' participation is educational and that the **FACILITY** remains ultimately responsible for the care of its patients.
 - D. Each party may enter into agreements with other institutions at any time. Each party accepts students without regard for race, sex, creed or national origin in accordance with laws of the United States.
 - E. The terms and conditions of this **AGREEMENT** may be amended by written instrument executed by both parties.
- F. Neither party to this **AGREEMENT** may assign this **AGREEMENT** without the prior written consent of the other.

G. This **AGREEMENT** shall commence on _____ 2008 and end on _____, 2013 shall renew every five years through execution by both parties of a renewal letter. Either party shall have the right to terminate this **AGREEMENT** with 90 day written notice of the intent to terminate. Students currently assigned to the **FACILITY** at the time of termination shall be allowed to complete their clinical education experience under the terms of this **AGREEMENT**. Any notices required under this **AGREEMENT** shall be directed to

For the SCHOOL:	For the FACILITY:
_____	_____
_____	_____
_____	_____
_____	_____

H. This **AGREEMENT** shall supersede any and all prior agreements between the parties regarding the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have executed this **AGREEMENT** and warrant that they are officially authorized to so execute for their respective parties to the **AGREEMENT**.

THE OHIO STATE UNIVERSITY

Deborah S. Larsen, Director

(FACILITY)

(Signature)

Name: _____
(Please Print)

Title: _____

(Signature)

Name: _____
(Please Print)

Title: _____