

Dietary Manager:
Certificate
Program

Student Handbook

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Dietary Manager Certificate Program

Mission Statement

Parkland College is a comprehensive community college in Illinois dedicated to providing programs and services of high quality to its students and committed to continuous improvement, to academic achievement and its documentation, and to the concept of shared governance.

The mission of the dietary manger certificate program flows from the institutional mission and is to provide the community and surrounding area with graduates that have strong knowledge of nutrition, food service management and a good work ethic which the community desires.

To provide students with general knowledge through class work, lectures, speakers and practical experience by volunteering, clinical experiences, projects that serve the community.

To provide students with the technological skills needed to compete in an ever changing workplace.

To provide students traditional and unique opportunities to learn and work in the community as they are completing their education.

To provide students who are educated and competent people that will go back into the community and share their knowledge to build a healthier society.

To provide students a climate where diversity in the classroom and the in workplace is valued.

To promote opportunities for partnerships between the college and businesses that might hire our students.

Promotion of mentorship's between the students and the dietitian, dietary food service managers and business persons in the community.

Philosophy Statement

Parkland College and the Department of Health Professions are committed to transferring theoretical knowledge into practical application and to helping the student continue with a lifetime education.

The Dietetic and Hospitality faculty are dedicated to helping students develop knowledge and skills that can be used throughout life. All faculty who teach professional courses have both academic training and experience in the area in which they teach. All faculty members that teach DTP program courses are registered dietitians who maintain the continuing education requirements for their credential as well as attending other educational meetings every year.

The philosophy of the dietary manager certificate program is to provide the student with the skill to be able to critically evaluate, apply knowledge, value different cultures and adapt to different situations. These students will have the clinical and managerial knowledge from their education that will transmit into internships and finally to the workplace. Students that graduate from the program will have a strong knowledge of dietetics and dietary foodservice management as well as practical skills. The practical experience they receive during their internship will let them apply their skills and help them become proficient.

Parkland College provides opportunities to take classes in a variety of ways, service learning education, traditional education and online education. This mode of transmission allows the student to learn in an environment that best suits them. All courses offered in the dietary

manager certificate program will have projects that directly apply to the information transmitted in class. We believe that doing is the best form of learning.

Program and practitioner ethics

1. The dietary manger certificate program student/practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietary manger certificate program student /practitioner practices dietetics based on scientific principles and current information.
3. The dietary manger certificate program student/ practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
4. The dietary manger certificate program student/ practitioner assume responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.
5. The dietary manger certificate program student/ practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
6. The dietary manger certificate program student/ practitioner provides sufficient information to enable clients and others to make their own informed decisions.
7. The dietary manger certificate program student/ practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
8. The dietary manger certificate program student/ practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
9. The dietary manger certificate program student/ practitioner provides professional services in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity, creed, religion, disability, sex, age, sexual orientation, or national origin.
10. The dietary manger certificate program student/ practitioner does not engage in sexual harassment in connection with professional practice.
11. The dietary manger certificate program student/ practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships. The dietetics practitioner makes all reasonable effort to avoid bias in any kind of professional evaluation of others.
12. The dietary manger certificate program student/ practitioner accurately presents professional qualifications and credentials.
13. The dietary manger certificate program student/ practitioner withdraws from professional practice under the following circumstances:
 - a. The dietary manger certificate program student/ practitioner has engaged in any substance abuse that could affect his/her practice;
 - b. The dietary manger certificate program student/ practitioner has been adjudged by a court to be mentally incompetent;
 - c. The dietary manger certificate program student/ practitioner has an emotional or mental disability that affects his/her practice in a manner that could harm the client or others.
14. The dietary manger certificate program student/ practitioner complies with all applicable laws and regulations concerning the profession and is subject to disciplinary action under the following circumstances:
 - a. The dietary manger certificate program student/ 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 dietary manger certificate program student/ 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 dietary manger certificate program student/ 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.

Technical Ability Standards

As an incoming Dietary Manager student, you must be able to carry out the following skills and abilities:

1. Sufficient body strength to perform medium work level to include frequent lifting 25 pounds above head level on a daily basis.
2. The ability and willingness to perform fine skilled movement activities requiring finger dexterity and eye-hand coordination such as dressing, personal hygiene, grooming, food preparation, and written communication skills.
3. Functional visual ability with correction, if needed, sufficient to read printed material.
4. Functional auditory acuity with correction, if needed, sufficient to comprehend one or more persons engaged in conversational speech.
5. The ability to use the English language at a 12th grade level to communicate effectively in a coherent manner, both orally and in writing, with individuals in all professions and social levels. The ability to gather, analyze and draw conclusions from data.
6. The ability to effectively write nutrition and food service teaching materials for a broad range of clients and employees, the ability to master basic computer skills and the ability to work in a diverse community and the willingness to learn how other ethnic groups relate to food.
7. The ability to learn and work effectively in both independent and collaborative situations and the ability to maintain professionalism while getting constructive feedback from staff and instructors.
8. The ability to remember and interpret observations and events, solve problems, and deal effectively with a variety of concrete and abstract variables in situations where limited standardization exists.
9. The ability to adapt effectively to fluctuations in emotional and physical stress levels to include changes in environments, routines, and work loads.
10. The ability to maintain composure when subjected to moderate to high stress levels to include emergency situations.
11. The ability to access transportation to attend classes and clinical internship sites in a timely manner.
12. The willingness to participate in professional activities.

Skills, Knowledge, Ability and tasks for the entry level Dietary Manger:

On a regular basis, certified dietary managers perform the following managerial and nutritional services tasks:

- Conduct routine patient/client nutritional screening which includes food/fluid intake information
- Calculate nutrient intake
- Identify nutrition problems and needs
- Implement diet plans and physicians' diet orders using appropriate modifications
- Utilize standard nutrition care procedures
- Document nutritional assessment data in the medical record
- Review intake records, do visual meal rounds, and document appropriateness of food intake
- Participate in Patient/Client Care Conferences
- Counsel patients on basic diet restrictions
- Specify standards and procedures for food preparation
- Continuously improve care and service using quality management techniques
- Supervise preparation and serving of therapeutic diets and supplemental feedings
- Manage a sanitary food service environment
- Protect food in all phases of preparation, holding, service, cooling, and transportation
- Purchase, receive, and store food following established sanitation and quality standards
- Purchase, store and ensure safe use of chemicals and cleaning agents
- Manage equipment use and maintenance
- Develop work schedules, prepare work assignments
- Prepare, plan and conduct departmental meetings and in-service programs
- Interview, hire and train employees
- Conduct employee performance evaluations
- Recommend salary and wage adjustments for employees
- Supervise, discipline and terminate employees
- Supervise business operations of dietary department
- Write purchase specifications and orders for food, supplies and equipment
- Develop annual budget and operate within budget parameters
- Develop and implement policies and procedures

Suggested course sequences:
hours

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1st semester	2nd semester
DTP 112	DTP 275
DTP 173	
DTP 175	
HPI 110	

Graduation requirements: The Program director will need a copy of your Foodservice Sanitation certificate required by your state. Dietary Manger certificate students have the responsibility of knowing and fulfilling all degree academic requirements and graduation procedures.

Academic requirements may change. Students may graduate under the current program requirements in effect since their enrollment, if all relevant courses are still offered. If courses are no longer offer than the student must work with the program director to establish a satisfactory plan for meeting the program requirements within the current course offering of the current curriculum. Students whose enrollment is interrupted for more than one year must follow the graduation requirements of the catalog in effect at the time of readmission. For A.A.S. degree, required courses and all electives that are eligible to be counted for the degree will be included in the calculation. Please refer to page 19 for more information

Course information page:

DTP 112 – Introduction to Dietetic careers

DTP 173 – Medical Nutritional Therapy for Dietary Managers

To provide the Dietary managers the foundation of knowledge of basic nutrition and medical nutritional therapy for the students enrolled in the Dietary manager: career advancement certificate program.

DTP 175 – Foodservice Management for Dietary Managers

To provide dietary managers the foundation of knowledge related to food service management and human resources essentials for student enrolled in the Dietary Manager: career advancement program

DTP 275 – Clinical Practicum III

Supervised learning and work experience in a variety of settings related to clinical nutrition and dietary foodservice management. Prerequisites: DTP 150 or DTP 173 and 175

HPI 110 ServSafe Food Safety This course is offered online at this time.

Foodservice sanitation as it applies to every phase of foodservice operations. Emphasizes cleanliness and protection of the health of the public served as well as of the organization's staff. Incorporates National Restaurant Association ServSafe standards and certification exam. F S (If you have documentation of a food service sanitation certificate you may be able to wave this course. I will need a copy of the certificate to put in your file)

**Admission to program:
Are you ready to apply?**

- 1) Have you applied and been accepted to Parkland College?
- 2) If you have less than 15 hours of college work (above the 100 level) have you provided Parkland College (Admissions office) with copies of the following:
 - High school transcripts?
 - ACT scores?
 - All college transcripts?
- 3)) If you have more than 15 hours of college work (above the 100 level) have you provided Parkland College (Admissions office) with copies of the following:
 - High school transcripts?
 - All college transcripts?

Do you have a grade of C or better in all general education core courses and or Biology course you have completed that are required for the program?
- 4) Have you taken the Parkland's COMPASS Assessment test for **reading** and are reading at a 12th grade level or better.
- 5) Have you talked to the program director?

Once admitted:

CPR: All students must have a current CPR card

Food service sanitation certificate: Copy mailed to the program director

Health and safety requirements

Please refer to the Dietary Manager Health Record and Technical Ability Standards

Immunizations: All immunization must be up to date and a record must be submitted prior to clinical rotations. A yearly TB test is required. The TB test must have been taken within 6 months of site visits. Any immunizations required by the clinical site must be received and documented prior to starting rotations. All records of immunizations must be turned in to June Burch prior to starting the program. **You can not start the program until all documentation is received.**

Make copies of your forms to keep in a file of your own because clinical sites will want copies of your records. We can not make copies for you.

Medical leave and limited technical abilities If at anytime during the dietary manager certificate program a student has a medical condition requiring limited technical abilities, specific instruction signed by the physician or nurse practitioner must be provided to the instructor, detailing the physical and or technical limitation. The dietetic program maintains the right to determine if the condition may prevent the student from participating in activities that are required for successful completion of the course. Such a determination may result in a withdrawal from the course and loss of dietary manger certificate program student status.

A written release form signed by a physician and or advanced practice provider must be presented to the instructor that states that the student may return to full duty as required by the health and safety requirements for the program.

Insurance Job related incidents in the clinical agencies are not covered by the college or the clinical agency therefore it is highly recommended that students carry their own medical insurance to cover illnesses and accidents. Information about insurance plans are available in the office of student life. **A 123**

Liability Insurance: All dietary manager students carry liability insurance for clinical practice through the college. Dietetic practicum courses include liability insurance as part of the fee. Coverage is in force only during college clinical practicum.

It is highly recommended that the dietetic students carry personal medical insurance to cover accidents. Cooperating agencies do not provide treatment except at student expense. If desired, information on insurance may be obtained through the office of Student life.

Student policies and Procedures:

Attendance: Attendance in courses taught by Parkland College faculty directly relates to the grade received at the end of each semester. It is required that you attend and participate in all classes and clinical practicum's. If you are going to miss a class for any reason the instructor needs to be notified that morning by 8:00am. If you are going to miss a day at a clinical site the site needs notification and the clinical coordinator needs notice by 8:00am of the morning missed. Your grade will be dropped by a **letter grade** for no notification or notification after 8:00am. For example if you were receiving a B you will get a C for the course. This reflects work ethics and being responsible as a student and worker.

Clinical practice: Attendance is mandatory in clinical rotations. Students must abide by the policies and procedures of the clinical facilities and observe regulation regarding client safety and welfare. Students are expected to cooperate and work closely with clinical, food service, management and other personal in all the rotations. Student must act in a professional manner as evidenced by their attire, politeness, maturity, ability to accept criticism and nonjudgmental attitude. When questions and problems arise about performance of skills or approaches to various patient /client care, students are asked to seek guidance from clinical instructors.

Clinical progress is evaluated on an ongoing basis during each rotation to keep the students apprised of their performance.

Students will be required to have a physician release to come back to clinical following childbirth and surgery. Students must meet all health and safety requirements without restrictions.

It is highly recommended that you do not work during clinical rotations. But, if you need to work do not work the night shift prior to your morning clinical.

Conduct, Confidentiality and Professional Standards: Students are expected to observe the standards of conduct establishes by the college and clinical practice agency. Students are expected to observe the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) promulgated by the Department of Health and Human Services (HHS) as set forth in the Health Insurance Portability Accountability Act (HIPPA) of 1996.

All client records are confidential. This includes, charts, computer printouts, verbal, written and notes taken from the record. **Violations of the confidence subject the student to immediate program dismissal.** Client records may not be copied or removed from the facilities they reside.

Notes taken from charts may not identify the individual in any way. These notes must stay out of public viewing.

Students who demonstrate unethical conduct related to examination, course work, and laboratory assignment, unauthorized use of another individual name, password or identification, theft, clinical practice will be subject to course faculty review to determine disciplinary action. Examples are cheating on a test or quiz, plagiarism and changing the content on documents that do not belong to you. See Parkland Academic Honesty policy in the student policy and procedures manual.

Constitution Examination requirements Students can meet the constitution requirement in the Illinois School Code by referring to the page in the current catalog.

CPR: All students must have a current CPR card

Dietetic technician and dietary manger student organization: www.dmaonline.org and www.eatright.org

Dress code: No perfume will be worn at any clinical rotation. Wedding bands are the only jewelry that can be worn. That means no earrings of any kind, no piercing, no rings, no bracelets and no anklets. You can not wear false nails and false eyelashes or hair pieces that might come dislodged during activities.

Business attire is suitable for clinical rotation and management rotations. A lab coat will be required at all clinical sites. Food service locations may require more casual attire with a chef coat or smock. Please check with the supervisor at each site that you attend prior to the first day for the specific policy of that site.

Dismissal from program: Dismissal from the program can result from not meeting the requirements of GPA, not following the code of ethics, poor attendance, behavioral issues or not following HIPAA guidelines that are not resolvable. The student will be immediately dismissed from the program if they are found to be jeopardizing the safety of others or not following HIPAA regulations. Students dismissed from the program may choose to meet with the program director to discuss the dismissal and to be advised of their options for continuing as a student at Parkland College or at another institution.

Drug and Alcohol Policy: Testing may be required prior to rotation. If a student is suspected of being under the influence of drugs or alcohol the instructor, preceptor, clinical staff will;

Confront the student with their observations of the inappropriate behaviors.

Inform the student of the faculty's responsibility to dismiss the student from campus or clinical rotation

Write a summary note of the incident which will be forwarded to the Dietetic technician program director.

The student will then be required to set up a meeting with the program director within one week to determine the action that should be taken. The clinical supervisor will be present if the incident occurs off campus. Student should read Parkland College policies related to alcohol and drugs.

Grading scales:

The grading scale for all Dietary manager coursework is as follows:

A = 90 -100 (4)

B = 83 – 89 (3)

C = 75 - 82 (2)

D = 70 – 74 (1)

F = 69 or below (0)

I = incomplete

A grade of C or better is required in all DTP and HPI program courses.

Immunizations: All immunization must be up to date and a record must be submitted prior to clinical rotations. A yearly TB test is required. The TB test must be taken within 6 months of site visits. Any immunizations required by the clinical site must be received and documented prior to starting rotations. All records of immunizations must be turned in to June Burch prior to starting the program. **You can not start the program until all documentation is received.**

Make copies of your forms to keep in a file of your own because clinical sites will want copies of your records. We can not make copies for you.

Inactive policy: (Leave of Absence) Students may request a delay in their process in the Dietary Manager program for up to two semesters not including summer. The following requirements must be met by the student to qualify.

1. A GPA of 2.5 in all program courses.
2. Students are required to complete an inactive status form in the department office prior to the first day of classes in the semester for which inactivation status will begin.
3. Course registration for the returning semester will occur during open registration and will be on a space available basis only.
4. If the student fails to register for dietetic technician courses after the 2 semesters of inactivation, the student will be withdrawn from the program.

Insurance Job related incidents in the clinical agencies are not covered by the college or the clinical agency therefore it is highly recommended that students carry their own medical insurance to cover illnesses and accidents. Information about insurance plans are available in the office of student life. **A 123**

Readmission to program

- 1) Student will write a letter stating why s/he wants back into the program and how they are better prepared to succeed this time
- 2) Readmission to the program requires the student to follow the same protocol as being admitted the first time.
- 3) Then the director will look at the records of the student to determine if the student has the ability to complete the program.
- 4) Any student readmitted will have a mid-semester follow up with the director of the program to evaluate their progress.

Repeating a course Students may repeat a course one time. During that time they will not be able to progress in other courses that may require that course as a prerequisite. Program courses have a progression that is important for the understanding and application of material.

DTP 275 may not be repeated.

All graduation requirements have to be fulfilled to graduate from the program.

Withdrawal from DTP course or program To withdraw from a DTP or HPI course, students must:

1. Notify the course coordinator of the intent to withdraw from the course to obtain information about current status in course. If the course is a pre-requisite the student will be advised as how this may impact their progression through the program.
2. Obtain a course withdrawal form from the health profession department office and complete the student portion of the sheet. Then go to the instructor to get a signature.
3. Finish by following Parkland College policy for course withdrawal.

To withdrawal from the program students must

1. Notify the program director of the intent to withdraw from the program
2. Obtain a Program withdrawal form from the Health Profession Department office and complete the student portion of that form including a list of all the courses from which the student wants to withdraw from the current semester. This has to be completed before the final withdrawal date according to the current semester published course schedule.
3. Schedule and meet with the Program Director for official notification and signature.
4. Finish by following Parkland College policy for course withdrawal.

Program Evaluation

The effectiveness of the program will be monitored regularly by the program director. Outcomes assessment for all food and nutrition majors includes passing rate for the registration exam; surveys of employers' surveys satisfaction with graduates; and surveys of graduates' satisfaction with their educational preparation. In addition the dietary manager program director surveys of internship directors' satisfaction with students of the dietary manager program.

The dietary manager program director is committed to fulfilling all requirements to maintain the highest level of accreditation for each program pathway and conduct ongoing evaluation procedures. Students currently enrolled and graduates of each program will be asked to actively participate in evaluation surveys. Faculty are report their overall effectiveness scores on their biannual report to the department head and address any issues concerning changes in evaluation scores. Students will be asked to evaluate the quality of advising and mentoring they received.

Success of students who enroll in distance education courses is also carefully monitored by comparing their grades with on campus course grades and by their satisfaction ratings of each course.

Graduation requirements: Dietary manager certificate program students have the responsibility of knowing and fulfilling all certificate/ degree academic requirements and graduation procedures. The program director will assist the students in the appropriate procedures. Academic requirements may change. Students may graduate under the current program requirements in effect since their enrollment if all relevant courses are still offered. If courses are no longer offered, students must work with the program director to establish a satisfactory plan for meeting program requirements within the current course offerings of the current curriculum. Students whose enrollment has been interrupted for more than a year must follow the graduation requirements of the catalog in effect at the time of readmission/reentry. For A.A.S. degrees and certificates, required course and all electives that are eligible to be counted for the degree/certificate will be included in the calculation. If students take more electives than are required for the degree/certificate, only eligible electives will be used in calculating the program GPA. Note that the program GPA will not include courses numbered below 100 and above 299. The program GPA will include only course completed at Parkland College. The college cumulative GPA will no longer be used to determine eligibility for completion of a degree and certificate. The cumulative GPA may, however, be used for financial aid eligibility and academic probation.

All Dietary manager certificate students are responsible for submitting a petition to graduate form within the specific time allotment. See current schedule for exact dates.

Certification: Dietary manager graduates are eligible to sit for the dietary manager association exam. When they pass the exam they become certified dietary managers.

<http://www.dmaonline.org/>

Dietary Manager Association
 406 Surrey Woods Drive
 St. Charles, IL 60174
 800.323.1908

Scholarships: Please refer to the current college catalog for information on scholarships, loans, grants and part-time employment. Additional information may be obtained through the Parkland college office of financial Aid and the Parkland College Scholarship Guide.

<http://www.parkland.edu/ss/financial/index.htm>

Have you taken all the courses you need to graduate?

Record the courses the year and grade

Course code	Course title	Credit hours	Grade	Semester/year
DTP 112	Introduction to dietetic careers			
DTP 173	Medical nutrition therapy for Dietary Managers			
DTP 175	Food service management for dietary managers			
DTP 275	Clinical practicum I			
HPI 110 or the equivalent	Food service sanitation			
Total semester hours should add up to 9				

Faculty signatures/ date

Program director _____

Parkland College Health Professions
Health Insurance Portability and Accountability Act (HIPAA)
Policies and Procedures

Parkland College Health Professions Department will implement and adhere to the Health Insurance Portability and Accountability Act (HIPAA) of 1996. All students who will be attending to patients/clients/residents will receive education and training. It is the practice and philosophy of the Health Professions programs to protect the interest of patients and to fulfill the legal obligations mandated under HIPAA.

Definition

Protected Health Information is any information that identifies an individual **and** relates to: 1) the individual's past, present or future physical or mental health; **or** 2) the provision of health care to the individual; **or** 3) the past, present or future payment for health care. Information is deemed to identify an individual if it includes either the *patient's name* or any other information that taken together could enable someone to determine an individual's identity such as:

- *Names*
- *ALL geographic subdivisions smaller than the state*
- *All elements of dates smaller than a year (i.e. birth date, admission, discharge, death, etc.)*
- *Phone numbers*
- *Fax numbers*
- *E-mail addresses*
- *SS numbers*
- *Medical record number*
- *Health plan beneficiary*
- *Any other account numbers*
- *Certificate/license numbers*
- *Vehicle identifiers*
- *Device identification numbers*
- *WEB URL's*
- *Internet IP address numbers*
- *Biometric identifiers (fingerprint, voice prints, retina scan, etc)*
- *Full face photographs or comparable images*
- *Any other unique number, characteristic or code.*

Implications for Students

HIPAA has important implications for Health Profession students and their education. Protecting the privacy of your patients' health information must be foremost in your mind as you are considering how you will communicate what you are learning with faculty, clinical staff and fellow students. When preparing case specific presentations, papers, discussions and reports, you must avoid disclosing patient information that could identify the patient. The anonymity of the staff, caretakers, physicians etc., should be protected by referring to them only by their title such "nurse".

Each Health Profession student is responsible for understanding and following Parkland's HIPAA policies and procedures. Health Career students at Parkland College have an affirmative obligation to safeguard information and minimize disclosures.

HIPAA Compliance Policies

Any violation of confidentiality may result in dismissal from the program.

Students are expected to observe the standards of conduct established by the college and clinical practice agency.

For purpose of reference, the term patient will be used in the following statements and is meant to include: patients, clients, residents, facility and all health care providers.

1. All patient records are confidential. Patient Records include the chart and any other information, verbal or written, and those notes taken from the record.
 - Students must be protective of patients information (i.e. notes not left on desk, in classrooms, or out for any public viewing).
 - All identifying patient information (surgical schedules, printed orders) should be disposed of properly at clinical and should not leave the healthcare setting.
2. Patient records may not be duplicated or removed from the healthcare setting (i.e., notes from records must not contain client-identifiable information or be left on desks, in classrooms, in cafeterias, or out for any public viewing).
3. Personal electronic devices cannot be carried or used in patient care areas.
4. Students must not discuss patient, staff, or care issues with other patients, friends, family or others in public places such as cafeterias, elevators, bars, restaurants, etc.
5. Students must report observations of violations of the policies to the program directors or the course/clinical instructor immediately. A Parkland College Incident Report will be filed.

6. All students will review the HIPAA policy at Parkland College, pass an assessment and sign a HIPAA agreement before attending clinical. Additional training may be required at Parkland or at clinical sites.
7. Students are responsible for **all** activities that occur under their login.
 - Electronic charts left open
 - Sharing logins
 - Inappropriate use of internet
8. Release of medical information to other agencies requires a signed release from the patient. If there is a signed release, only send the information they requested and nothing extra.
9. If patient chooses to be "anonymous" in the hospital then even room number is not given out.

Consequences

Health care personnel, instructors, faculty or students that violate HIPAA to any form of media will be dismissed immediately.

The student will receive a written warning when the HIPAA violation appears accidental (like leaving a chart open).

The student will be expelled if a willful violation occurs such as looking up information on a patient without good reason.

In addition to program or Parkland College consequences, you could be personally liable.

There is no expiration date for disclosure of information. All patient information is private indefinitely.

Students may be denied readmission to a health career program if the cause for withdraw or failure was due to a HIPAA violation.

Additional Questions asked and answered

1. What information IS ok for me to talk about with fellow students, faculty, etc. to meet objectives of the course? ***You can discuss the patient and the case in the classroom setting for educational purposes. Remind students that the information doesn't leave the classroom.***

2. When is it OK to send information or give it to another provider without the forms, etc?

Never

3. I feel like students are learning and there has to be a level of novice so that if a disclosure is accidental or inadvertent, the student should have the opportunity to learn from that. *This is covered by consequence #2*

4. If there is a breach of confidentiality, is the student represented by PC attorney? *No*

Please sign the following page: It states that you have read the handbook in its entirety and the HIPAA regulations.

Addendum: Posting of pictures pertaining to or of any component of the internship unless approved by the facility and program director on social media websites, email or tweeting or similar media is prohibited. It is unethical and may result in failing of the course or possibly termination from the program as determined by the program director or chair of the health professions department

Please read the student handbook in its entirety and the HIPAA regulations. Once you have read it please mail or fax this form back to:

Health Profession Department: Attention
Dietary Programs Director/ Jane Valentine
H 104
Parkland College
2400 W Bradley Ave
Champaign, IL 61821
Fax number: 217-373-3861

I acknowledge that I have read and understand the information in the handbook.

Print Name: _____

Parkland ID number: _____

Signature: _____

Date _____