

Dietetic Technician Program

Student Handbook 2011- 2012

The Parkland College Dietetic Technician Program is currently granted Candidacy for Accreditation by the Commission on Accreditation for Dietetics Education of the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995, 312/899-0040, ext. 5400.

Graduates are eligible to take the registration examination for Dietetic Technicians and the certification exam for Dietary Managers

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Dietetic Technician 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.

Within the institution the dietetic technician program mission flows from the Parkland College mission by providing 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 the students with general knowledge of dietetics through class work, lectures, speakers and practical experience by volunteering, clinical experiences, projects that serve the community.
- To promote life long learning.
- To provide the students with the technological skills needed to compete in an ever changing workplace.
- To provide the students traditional and unique opportunities to learn and work in the community as they are completing their education.
- To provide educated and competent people that will go back into the community and share their knowledge to build a healthier community.
- To provide a climate where diversity in the classroom and the workplace is valued.
- To promote partnerships between the college and businesses that might hire our students.
- To promote mentorship's between the students and the dietitian, dietary food service managers and business persons in the community.
- Classes will be offered online and on campus to allow the students the flexibility needed to be successful. Student will also perform projects throughout the community. This involvement not only serves the community but promotes the students and helps those students secure jobs in the future.

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 dietetic technician 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 Dietetic technician 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 knowledge from their classroom education that will transmit into rotations and finally to the workplace. Students that graduate from the program will have a strong knowledge of dietetics and foodservice management as well as practical skills. The practical experience they receive during rotations 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 dietetic technician program will have projects that directly apply to the information transmitted in class. We believe that doing is the best form of learning.

Code of Ethics for the Profession of Dietetics

As published in the January 1999 *Journal of the American Dietetic Association* (1999; 99:109-113).

The American Dietetic Association and its Commission on Dietetic Registration have adopted a voluntary, enforceable code of ethics. This code, entitled the Code of Ethics for the Profession of Dietetics, challenges all members, registered dietitians, and dietetic technicians, registered, to uphold ethical principles. The enforcement process for the Code of Ethics establishes a fair system to deal with complaints about members and credentialed practitioners from peers or the public.

The first code of ethics was adopted by the House of Delegates in October 1982; enforcement began in 1985. The code applied to members of the American Dietetic Association only. A second code was adopted by the House of Delegates in October 1987 and applied to all members and Commission on Dietetic Registration credentialed practitioners. A third revision of the code was adopted by the House of Delegates on October 18, 1998, and enforced as of June 1, 1999, for all members and Commission on Dietetic Registration credentialed practitioners.

The Ethics Committee is responsible for reviewing, promoting, and enforcing the Code. The Committee also educates members, credentialed practitioners, students, and the public about the ethical principles contained in the Code. Support of the Code of Ethics by members and credentialed practitioners is vital to guiding the profession's actions and to strengthening its credibility.

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PREAMBLE

The American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted a Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to outline commitments and obligations of the dietetics practitioner to client, society, self, and the profession.

The Ethics Code applies in its entirety to members of The American Dietetic Association who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs). Except for sections solely dealing with the credential, the Code applies to all members of The American Dietetic Association who are not RDs or DTRs. Except for aspects solely dealing with membership, the Code applies to all RDs and DTRs who are not members of The American Dietetic Association. All of the aforementioned are referred to in the Code as "dietetics practitioners." By accepting membership in The American Dietetic Association and/or accepting and maintaining Commission on Dietetic Registration credentials, members of The American Dietetic Association and Commission on Dietetic Registration credentialed dietetics practitioners agree to abide by the Code.

PRINCIPLES

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner practices dietetics based on scientific principles and current information.
3. The dietetics practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
4. The dietetics practitioner assumes responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.
5. The dietetics 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 dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.

7. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
8. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
9. The dietetics 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 dietetics practitioner does not engage in sexual harassment in connection with professional practice.
11. The dietetics 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 dietetics practitioner is alert to situations that might cause a conflict of interest or have the appearance of a conflict. The dietetics practitioner provides full disclosure when a real or potential conflict of interest arises.
13. The dietetics practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetics practitioner does not advertise in a false or misleading manner.
14. The dietetics practitioner promotes or endorses products in a manner that is neither false nor misleading.
15. The dietetics practitioner permits the use of his/her name for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
16. The dietetics practitioner accurately presents professional qualifications and credentials.
 - a. The dietetics practitioner uses Commission on Dietetic Registration awarded credentials ("RD" or "Registered Dietitian"; "DTR" or "Dietetic Technician, Registered"; "CSP" or "Certified Specialist in Pediatric Nutrition"; "CSR" or "Certified Specialist in Renal Nutrition"; and "FADA" or "Fellow of The American Dietetic Association") only when the credential is current and authorized by the Commission on Dietetic Registration. The dietetics 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.
 - b. The dietetics 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 Commission on Dietetic Registration credentialed when he/she is not.
17. The dietetics practitioner withdraws from professional practice under the following circumstances:
 - a. The dietetics practitioner has engaged in any substance abuse that could affect his/her practice;
 - b. The dietetics practitioner has been adjudged by a court to be mentally incompetent;
 - c. The dietetics practitioner has an emotional or mental disability that affects his/her practice in a manner that could harm the client or others.
18. The dietetics practitioner complies with all applicable laws and regulations concerning the profession and is subject to disciplinary action under the following circumstances:
 - a. The dietetics 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 dietetics 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 dietetics 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 dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, 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.

**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 taking the Parkland's COMPASS Assessment test for **reading** and are reading at a 12th grade level or better.
- 5) Do you have ENG (English) 101 placement?
- 6) Have you taken Parkland COMPASS Assessment test for math and have assessed into MAT 095 or better with a passing score of a C in the last 2 years?
- 7) Have you talked to the program director?
- 8) **This is a selective admissions program.** Please see a counselor/advisor or the health professions department chair to help you through the process.

Technical Ability Standards

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

1. The ability to follow the American Dietetics Association code of ethics.
2. Sufficient body strength to perform medium work level to include frequent lifting 25 pounds above head level on a daily basis.
3. 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.
4. Functional visual ability with correction, if needed, sufficient to read printed material.
5. Functional auditory acuity with correction, if needed, sufficient to comprehend one or more persons engaged in conversational speech.
6. 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.
7. The ability to effectively write nutrition teaching materials for a broad range of clients, 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.
8. 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.
9. 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.
10. The ability to adapt effectively to fluctuations in emotional and physical stress levels to include changes in environments, routines, and work loads.

11. The ability to maintain composure when subjected to moderate to high stress levels to include emergency situations.
12. The ability to access transportation to attend classes and clinical internship sites in a timely manner.
13. The willingness to participate in professional activities.

SUGGESTED COURSE SEQUENCE: FULL TIME

First-Year Suggested Sequence

FALL	SPRING	SUMMER
1 st Semester	2 nd Semester	3 rd Semester
HPI 110	HPI 113	SPE 120
BIO 111	HPI 114	CHE 106
BIO 120	DTP 120	DTP 126
DTP 112	DTP 122	
DTP 114	DTP 106	
PSY 101		

Second-Year Suggested Sequence

FALL	SPRING	SUMMER
4 th Semester	5 th Semester	6 th Semester
DTP 201	ENG 101	DTP 215
HPI 112	DTP 235	
HCS 154	HPI 115	
MAT 151	PHI 100	
DTP 133	DTP 138	

SUGGESTED COURSE SEQUENCE: PART-TIME

Fall	Spring	Summer
1 st semester	2 nd semester	3 rd semester
Bio 111	Bio 120	CHE 106
PSY 101	SPE 120	
	MAT 151	
4 th Semester	5 th Semester	6 th Semester
DTP 112	DTP 122	DTP 126
DTP 114	HPI 110	PHI 100
ENG 101	DTP 138	
7 th Semester	8 th Semester	9 th Semester
HPI 112	DTP 106	DTP 120
DTP 133	HPI 114	HCS 154
10 th Semester	11 th Semester	12 th Semester
DTP 201	HPI 115	DTP 215
	HPI 113	DTP 235

Course information page:

DTP 106 – Cultural Foods

Study of how foods and culture affect customs and habits. Examines how food patterns, availability, and nutritional status affect cultural traditions. F S

DTP 112 – Introduction to Dietetic Careers

Focuses on a variety of traditional and nontraditional dietetic career paths, including clinical, community, food service, research, and food company settings. F S Su

DTP 114 – Nutrition Counseling

Interactive skill building course that provides a variety of dietary counseling theories and behavioral change theories that students will put into action. Prerequisite: BIO 120 or concurrent enrollment. F

DTP 120 – Nutrition and Diet Therapy

Students will learn about basic nutrition and disease. Special emphasis will be on diet therapy and why modified diets are prescribed for specific disease states. F S Su

DTP 122 – Community Nutrition

Focuses on local, state, and national community nutrition resources. Prepares the student to work with a culturally diverse ethnic population. Prerequisite: BIO 120 or concurrent enrollment. S

DTP 126 – Nutrition and Life Cycles

The relationship of nutritional requirements to the stages of the life cycle from conception through aging. Prerequisites: DTP 120, BIO 111 and BIO 120. Su

DTP 133 – Nutrition Seminar I

An in-depth look at current trends in nutrition such as the new food guide pyramid, phytochemicals, herbal supplements, and clinical research. F

DTP 138 – Food Service Seminar I

An in-depth look at current trends in food service, such as food and biotechnology, food irradiation, and food safety. S

DTP 201 - Clinical Nutrition

Understanding diseases of the human body and how they affect nutritional status. Strong emphasis on nutritional assessment and calculation of dietary needs. Prerequisites: BIO 111, BIO 120, CHE 106, DTP 112, DTP 120 and DTP 122. F

DTP 215 – Clinical Practicum I

Supervised learning and work experience in a variety of settings related to community nutrition, Prerequisites: DTP 201. Su

DTP 235 – Clinical Practicum II

Supervised learning and work experience in a variety of settings related to clinical and Foodservice . Prerequisite: DTP 215. S

HPI 110 – ServeSafe Food Safety

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

HPI 112 – Food Standards and Production I

Food quality, standards, labor, and food cost as they relate to finished food products; laboratory production experiences in meat, poultry, seafood, vegetables, soups, and salads. Prerequisite: HPI 110 or concurrent enrollment. F

HPI 113 – Hospitality and Restaurant Management

Management of foodservice systems in quick service, casual, fine dining, banquet, off-premise, and institutional service segments; various service procedures, staff organization, labor considerations, and management approaches. S

HPI 115 – Controlling Food Service Cost

Menu's role in management of foodservice operations. Practical experience in analyzing and creating food cost modules. Provides computer experience in cost analysis of menus and producing computer-designed management controls. Prerequisites: HPI 111 or concurrent enrollment and CIS 101 or CIS 200 or computer experience. S

HPI 114

Once admitted:

CPR: All students must have a current CPR card

Health and safety requirements

Please refer to the Dietetic Technician Health Record and Technical Ability Standards: Contact June Burch Wellness Coordinator 217-373-3879

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 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 dietetic technician program a program 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 dietetic technician 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 is available in the office of student life. **A 123**

Liability Insurance: All dietetic 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 at Parkland directly relates to the grade received at the end of each semester. It is required that you attend all classes and clinical practicum's. Please keep the instructor notified if you have to miss class this is not only a courtesy but is an expectation. **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.

Cell phones: In class cell phones will be turned on vibrate and not answered unless the instructor is informed of an emergency. Cell phones use at the clinical sites is forbidden. Please keep your cell phone in your car. (could be a HIPPA violation)

Clinical practice: Attendance is mandatory in clinical rotations. Students must abide by the policies and procedures of Parkland College and the clinical facilities by observing regulations regarding client safety, HIPPA 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 established by the college and clinical practice affiliate. 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 and Accountability Act (HIPAA) 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. All students are required to pass a quiz on HIPPA with a 100% pass rate.** 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.

Please see and sign the HIPAA regulation policy at the end of the handbook

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.

Criminal Background Check: Criminal background checks will be required prior to starting any practical. If you have prior felony convictions some hospitals and schools will not allow you to complete rotations. Live scan fingerprint background checks are approximately \$30.00.

Dress code: No perfume or cologne 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 that are not resolvable. The student will be immediately dismissed from the program if they are found to be jeopardizing the safety of patients, other students, preceptors and faculty. If oral or written communication jeopardizes patient safety, the student may be dismissed from the program. Students that are asked to leave an internship by the clinical affiliate for any reason will not be allowed to complete the internship and will receive an F for the class. 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 Dietetic 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**

To graduate with an A.A.S. as a Dietetic Technician your minimum cumulative GPA and program GPA must be a 2.0 or better.

A grade of C or better is required in all Dietetic technician program courses.

Health Professions policy on Spoken and Written English

Background: Spoken and written language skills are critical to student success in clinical courses. Accurate communication between the students and patients and families, care providers, physicians, all hospital employees and faculty is key to patient safety. It is always with the safety of the patient in mind that the following procedures have been developed:

1. Any student with unclear oral or written language may receive a recommendation to take an English speaking and /or written English course that will assist them in improving their English skills.
2. Any student whose communication places the patient’s safety at risk will be **required** to take an oral pronunciation or written course work as a condition of remaining in a clinical course.
3. If oral or written communication jeopardizes patient safety, the student maybe dismissed from the program.

**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.

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

1. A GPA of 2.0 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.

Professionalism

1. **Honesty/integrity** is the consistent regard for the highest standards of behavior and the refusal to violate one's personal and professional codes. Honesty and integrity imply being fair, being truthful, keeping one's word, meeting commitments, and being forthright in interactions with patients, peers, and in all professional work, whether through documentation, personal communication, presentations, research, or other aspects of interaction. They require awareness of situations that may result in conflict of interest or that result in personal gain at the expense of the best interest of the patient.
2. **Reliability/responsibility** means being responsible for and accountable to others, and this must occur at a number of levels. First there must be accountability to one's patients, not only to children but also to their families. There must also be accountability to society to ensure that the public's needs are addressed. One must also be accountable to the profession to ensure that the ethical precepts of practice are upheld. Inherent in responsibility is reliability in completing assigned duties or fulfilling commitments. There must also be a willingness to accept responsibility for errors.
3. **Respect for others** is the essence of humanism, and humanism is central to professionalism. This respect extends to all spheres of contact, including but not limited to patients, families, and professional colleagues. One must treat all persons with respect and regard for their individual worth and dignity. One must be fair and nondiscriminatory and be aware of emotional, personal, family, and cultural influences on patient well-being and patients' rights and choices of medical care. It is also a professional obligation to respect appropriate patient confidentiality.

4. **Compassion/empathy** is a crucial component of the practice of dietetics. One must listen attentively and respond humanely to the concerns of patients and family members. Appropriate empathy for and relief of pain, discomfort, and anxiety should be part of the daily practice.
5. **Self-improvement** is the pursuit of and commitment to providing the highest quality of health care through lifelong learning and education. One must seek to learn from errors and aspire to excellence through self-evaluation and acceptance of the critiques of others.
6. **Self-awareness/knowledge of limits** includes recognition of the need for guidance and supervision when faced with new or complex responsibilities. One must also be insightful regarding the impact of one's behavior on others and cognizant of appropriate professional boundaries.
7. **Communication/collaboration** is critical to providing the best care for patients. One must work cooperatively and communicate effectively with patients and their families and with all health care providers involved.
8. **Altruism/advocacy** refers to unselfish regard for and devotion to the welfare of others and is a key element of professionalism. Self-interest or the interests of other parties should not interfere with the care of one's patients and their families.

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 215 and 235 may not be repeated. If you fail one of the clinical courses you will not be able to graduate from the program.

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 dietetic technician program director surveys of internship directors' satisfaction with students of the dietetic technician program.

The dietetic technician 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:

Dietetic Technician 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.

Students will not graduate is they violate the Professional code of ethics. Students must complete all Dietetic technician competencies required by the American Dietetic Association.

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.

A GPA of 2.0 or above is required by administration and the program for graduation with a grade of C or above in all program courses. 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 Dietetic technician students are responsible for submitting a petition to graduate form within the specific time allotment. See current schedule for exact dates.

Students must graduate within 5 years of starting the program. Please see the last few pages of the student handbook for more graduation information.

Credential: Dietetic technician graduate who receives an associate in applied sciences degree A.A.S. is eligible to sit for the dietary manager association exam and the national dietetic technician exam. Make sure all forms are completed 1 month prior to graduation. Forms are located at the end of the student handbook and online. <http://www.cdrnet.org/programdirector/info.html>

Tuition & Course fees		\$7765
Books		\$1897
Student supplies and equipment:		
Daily planner		\$10
School supplies		\$50
Calculator		\$100
Lab coat		\$25
Lab and other Pocket books (optional)		
CPR class		\$40
Graduation processing fee		\$10
Cap and gown extra		\$20 and up
Student Membership dues		
ADA		\$50
Total estimate		\$ 9967
Optional Expenses:		
DMA student membership		\$35 (18 month)
ADA DTR membership dues		\$216
Credentialing exams	ADA	\$120
	DMA	\$385

Immunizations: range from public health range from \$25 – \$80 per shot depending on the immunizations needed, for a total of \$413 to \$600 from a private doctor office.
Criminal background checks approximately \$30. This might be required at the facility that you are assigned to. More information will be available as rotations are assigned.

These are just estimates and are subject to change at anytime

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>

Skills, Knowledge, Ability and tasks for the entry level dietetic technician:

Communication:

Apply counseling theory and methods, methods of teaching, concepts of human and group dynamics, educational materials development, interpersonal communication skills, interviewing techniques, basic mathematics, and written communication. Use oral and written communications in presenting an educational session for target groups; document appropriately a variety of activities.

PHYSICAL AND BIOLOGICAL SCIENCES

Applied concepts of chemistry; applied concepts of physiology; applied concepts of microbiology; nutrient-nutrient and drug-nutrient interactions; general health assessment, eg, blood pressure and vital signs, interpret medical terminology, interpret laboratory parameters relating to nutrition, apply microbiological and chemical considerations to recipe development.

SOCIAL SCIENCES

Psychology/sociology, health behaviors and educational needs of diverse populations, economics and nutrition, public policy issues

RESEARCH

Interpretation of current research, needs assessment, basic statistics, quality improvement

FOOD

Sociocultural and ethnic food consumption issues and trends; food technology issues; availability of food and nutrition programs in the community; environmental issues related to food, promotion of pleasurable eating; food availability and access for the individual, the family, and the community; food and nutrition laws/regulations/policies; role of food in promotion of a healthy lifestyle; basic concepts and techniques of food preparation; applied sensory evaluation of food; food production systems; food delivery systems; food and non-food procurement

Calculate and analyze nutrient composition of foods, determine recipe/formula proportions and modifications for volume food production, apply functions of ingredients in food preparation, demonstrate basic food preparation and presentations skills

NUTRITION

Fundamentals of nutrition and metabolism; assessment of nutritional health risks; influence of socioeconomic, cultural, and psychological factors on food and nutrition behavior; health promotion and disease prevention theories; strategies to assess need for adaptive feeding techniques and equipment; complementary and alternative nutrition and herbal therapies; dietary supplements; influence of age, growth, and normal development on nutrition requirements

Calculate diets for health conditions addressed by health promotion/disease prevention activities or uncomplicated instances of chronic diseases of the general population, eg, hypertension, obesity, diabetes, diverticular disease; screen individuals for nutritional risk; determine nutrient requirements across the lifespan; translate nutrition needs into food choices and menus for people of diverse cultures and religions; measure and calculate body composition; calculate basic enteral and parenteral nutrition formulas

MANAGEMENT

Program planning, monitoring, and evaluation; marketing techniques; systems theory; materials management; financial management; facility management; quality improvement; risk management; diversity issues; applied management theories; applied human resources management, including labor relations; information management

Collect and interpret information, determine costs of services/operations, develop a personal portfolio

HEALTH CARE SYSTEMS

Current reimbursement issues, health care policy, health care delivery systems

**COMPETENCIES FOR ENTRY-LEVEL DIETETIC TECHNICIANS according to the 2008 standards
Foundation Knowledge & Competencies/Learning Outcomes for the DTP**

1. Scientific and Evidence Base of Practice: general understanding of scientific information and research related to the dietetic technician level of practice.

Knowledge Requirement

DT KR 1.1 The curriculum must include a general understanding of the scientific basis of dietetics, exposure to research literature and application to technical practice.

Competencies/Learning Outcomes

Upon completion of the DTP, graduates are able to:

- DT 1.1 Access data, references, patient education materials, consumer and other information from credible sources
- DT 1.2 Evaluate consumer information to determine if it is consistent with accepted scientific evidence
- DT 1.3 Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria
- DT 1.4 Collect background information and organizes materials to support decisions
- DT 1.5 Implement actions based on care plans, protocols or policies

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the dietetic technician level of practice.

Knowledge Requirement

DT KR 2.1 The curriculum must include opportunities to develop a variety of oral and written communication skills sufficient for entry into technical practice.

DT KR 2.2 The curriculum must provide basic principles and techniques of effective interviewing and education methods for diverse individuals and groups.

DT KR 2.3 The curriculum must include opportunities to understand governance applicable to the technical level of practice such as the ADA Scope of Practice Framework, the Standards of Professional Performance and the Code of Ethics for the Profession of Dietetics.

Competencies/Learning Outcomes

Upon completion of the DTP, graduates are able to:

- DT 2.1 Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the ADA Scope of Dietetics Practice Framework, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics
- DT 2.2 Use clear and effective oral and written communication
- DT 2.3 Prepare and deliver sound food and nutrition presentations considering life experiences, cultural diversity, age and educational level of the target audience
- DT 2.4 Demonstrate active participation, teamwork and contributions in group settings
- DT 2.5 Refer situations outside the dietetic technician scope of practice or area of competence to the Registered Dietitian or other professional
- DT 2.6 Demonstrate initiative by proactively developing solutions to problems
- DT 2.7 Participate in professional and community organizations
- DT 2.8 Establish collaborative relationships with internal and external stakeholders, including patients, clients, caregivers, other health care professionals and support personnel to facilitate individual and organizational goals
- DT 2.9 Demonstrate professional attributes such as advocacy, customer focus, flexibility, openness to change, time management, work prioritization and work ethic within various organizational cultures
- DT 2.10 Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration
- DT 2.11 Demonstrate respect for life experiences, cultural diversity and educational background in interpersonal relationships

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations at the dietetic technician level of practice.

Knowledge Requirement

DT KR 3.1 The curriculum must reflect the nutrition care process and include the principles and methods of nutrition screening for referral to the Registered Dietitian, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice.

DT KR 3.2 The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention for the general population.

DT KR 3.3 The curriculum must include the principles of applied food science and techniques of food preparation.

DT KR 3.4 The curriculum must include principles of procurement, production, distribution and service of food.

Competencies/Learning Outcomes

Upon completion of the DTP, graduates are able to:

- DT 3.1 Perform nutrition screening and identify clients or patients to be referred to the Registered Dietitian
- DT 3.2 Perform selected (a-d below) activities of the Nutrition Care Process for individuals, groups and populations in a variety of settings under the supervision of the Registered Dietitian in accordance with the Standards of Practice for DTRs in Nutrition Care
 - DT 3.2.a Collect data for inclusion into the nutrition assessment
 - DT 3.2.b Compare data collected to established criteria to identify differences
 - DT 3.2.c Implement designated nutrition interventions
 - DT 3.2.d Collect monitoring data
- DT 3.3 Provide nutrition and lifestyle education to well populations
- DT 3.4 Promote health improvement, food safety, wellness and disease prevention for the general population
- DT 3.5 Develop or select print and electronic nutrition education materials for disease prevention and health improvement that are culturally sensitive, age appropriate and designed for the educational level of the audience
- DT 3.6 Perform supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, health needs and is acceptable to consumers based on socio-economic, cultural and religious preferences and practice
- DT 3.7 Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals

4. Practice Management and Use of Resources defined as application of principles of management and systems in the provision of clinical and customer services to individuals and organizations at the dietetic technician level of practice.

Knowledge Requirement

- DT KR 4.1 The curriculum must include applied management principles required to deliver food and nutrition programs and services.
- DT KR 4.2 The curriculum must include content related to applied principles of human resource management.
- DT KR 4.3 The curriculum must include legislative and regulatory policy related to dietetics operations.
- DT KR 4.4 The curriculum must include content related to quality management of food and nutrition services.
- DT KR 4.5 The curriculum must include content related to health care delivery and policies which impact technical practice of dietetics.

Competencies/Learning Outcomes

Upon completion of the DTP, graduates are able to:

- DT 4.1 Participate in performance and quality improvement, customer satisfaction and outcomes development for clinical and customer service
- DT 4.2 Perform supervisory, education and training functions including human resource, safety, security and sanitation activities
- DT 4.3 Participate in legislative and public policy activities
- DT 4.4 Use current informatics technology to develop, store, retrieve and disseminate information and data
- DT 4.5 Participate in development of a business or operating plan including budget
- DT 4.6 Assist with marketing clinical and customer services
- DT 4.7 Participate in process and system changes to maximize fiscal outcomes
- DT 4.8 Complete documentation following guidelines required by the practice setting

5. Support Knowledge: Knowledge underlying the requirements specified above.

- DT 5.1 The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include applied concepts of chemistry, physiology, microbiology related to food safety, mathematics, fundamentals of nutrition and nutrition across the life span.
- DT 5.2 The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology

Verification Statement

The Verification Statement is an official document provided by the Program Director which verifies that the graduate has demonstrated the knowledge, skills and professional competencies required of an entry-level dietetic technician. Upon receipt of official documentation of completion of the AAS degree for Dietetic Technician, the student will receive the Verification Statement. The Verification Statement is required to take the Registration Examination for Dietetic Technicians.

For students earning their AAS degree, verification statements should be issued when the student has completed CADE-accredited/approved Dietetic Technician Program requirements (didactic and supervised practice) and the registrar has **cleared** the student for graduation, which indicates that all degree requirements also have been completed.

For students who have previously completed an associate or higher degree, a verification statement can be given upon completion of Dietetic Technician Program requirements (didactic and supervised practice).

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
Eng 101	Composition I			
MAT 151	Mathematics for health careers			
PHI 100	Introduction to logic and critical thinking			
PSY 101	Introduction to psychology			
SPE 120	Interpersonal communication			
BIO 111	Basic Anatomy and physiology			
BIO 120	Fundamentals of Nutrition			
CHE 106	Chemistry for health professionals			
HCS 154	Medical terminology			
HPI 110	Foodservice sanitation			
HPI 112	Food service standards and production I			
HPI 113	Food service systems			
HPI 115	Menu Management			
HPI 114	Supervision in the hospitality industry			
DTP 122	Community nutrition			
DTP 126	Nutrition and lifecycles			
DTP 112	Introduction to dietetic careers			
DTP 133	Nutritional seminar I			
DTP 138	Food service seminar I			
DTP 120	Nutrition and diet therapy			
DTP 114	Nutritional counseling			
DTP 201	Clinical nutrition			
DTP 106	Cultural foods			
DTP 215	Clinical practicum I			
DTP 235	Clinical practicum II			
Total hours/ grade point				

Make a copy for your records

Student / date _____

Program director _____

This will need to be completed along with your transcripts before the verification statement will be awarded.

Graduation requirements: Dietetic technician students have the responsibility of knowing and fulfilling all degree academic requirements and graduation procedures. Verification statement will be mailed once the registrar has verified Graduation requirements have been met. [Please refer to this link to verify your](#)

eligibility to complete the registration process. <http://www.cdrnet.org/programdirector/info.html>

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

Registration Eligibility Requirements for Dietetic Technicians

Eligibility Pathways

Pathway I

Completion of an Associate degree granted by a U.S. regionally accredited college or university with the Commission on Accreditation of Dietetics Education (CADE) Accredited Dietetic Technician Program.*

Pathway II***

Completion of a Baccalaureate degree** granted by a U.S. regionally accredited college/university, or foreign equivalent, and completion of a Commission on Accreditation of Dietetics Education (CADE) Didactic Program in Dietetics (DPD), and completion of a CADE accredited Dietetic Technician supervised practice.

* A graduate of a CADE Accredited Dietetic Technician Program is defined as a student who was initially enrolled in study on-site at a CADE Approved Dietetic Technician Program, even if that program lost approval prior to the student's graduation. In the event the program is not currently approved, the transcript will be used to verify past approval status.

** A foreign degree equivalency statement must be submitted to verify that the foreign degree is equivalent to a degree granted by a U.S. regionally accredited college/university.

***Bachelor Degree holders may be eligible for placement in the program once they have been admitted to Parkland College. All transcripts will be reviewed. Student can receive credit for up to 2 full semesters. However, semester 3, 4 and 5 will be completed at Parkland to maintain the integrity of the program. This policy applies to all students coming into the program including those holding a degree from an approved didactic program in dietetics.

REGISTRATION ELIGIBILITY APPLICATION ON-LINE PROCESS

STUDENT INSTRUCTIONS

- Complete the Name/Address Verification Form – CDR Copy [eligibility application] provided by your Program Director. This form must be completed in colored ink [but not **Black**] within the last one to two weeks prior to the completion of your program to ensure current data is submitted to CDR.

- Return the CDR Copy to your Program Director on or before the deadline they have given you. The Program Director will submit this original form to CDR for eligibility application processing.

- Retain the Name/Address Verification Form - Student Copy [name and/or address change form] for your records and future use.
- The “Student Copy” is to be used when you have a name/address change **after** you have submitted the original CDR Copy to your Program Director.
- When a name/address change occurs, notify your Program Director of the change(s) via FAX so that they can revise your student record and advise CDR by attaching this fax copy to your original form. If you are unable to contact your Program Director, please FAX the form to CDR, attention Peggy Anderson, at 312/899-4772. Make sure you complete ALL areas of the Change Form, including previous address (the address you provided to your Program Director), new address, Program Director’s name and four-digit program code found on your Verification Statement from your Program Director indicating completion of your supervised practice.
- Complete the **RDE or DTRE MIS-USE** form and return the signed/printed and dated document to your Program Director.
Program Directors will forward the *On-Line Computerized Registration Eligibility Application* to CDR. You will receive a letter confirming your registration eligibility from CDR approximately two to three weeks following Program Director submission to CDR. Please refer to the *Journal of the American Dietetic Association (JADA)* attached reprint for a description of the examination application process.

Inquiries should be directed to Peggy Anderson at 312/899-0040, extension 4764 or e-mail Peggy at panders@eatright.org.

Thank you

DTRE MISUSE

STUDENT COPY

RETAIN this form for your records and future reference.

Please refrain from using *DTRE* as it is not an authorized credential. Please refer you to the CDR Web Site to become familiar with terminology for registration eligible candidates at www.cdrnet.org. When the home page opens up click on Certifications and Licensure in the left hand column, then click on Dietetic Technician, Registered (DTR), and then click on Registration Eligibility General Information for the following message: **What does the term registration eligible mean?**

The term *registration eligible* is used by the Commission on Dietetic Registration to identify individuals who have met the didactic and supervised practice requirements to write the registration examination. The Commission will verify upon request that an individual has met registration eligibility requirements and the eligibility date. The term is not a professional designation/credential. The commission has note with concern an increase in the use of the term *DTRE* to designate registration eligibility. Both employers and the public find the use of the term confusing.

Does the Commission recognize the professional designation *DTRE*?

No. The term is not a professional designation/credential. The Commission has noted with concern an increase in the use of the term *DTRE* to designate registration eligibility. Both employers and the public find the use of the term confusing.

Should you be using the term *DTRE*, please discontinue its use and replace it with “registration eligible. Individuals who use the term *DTRE* are frequently reported to CDR regarding their mis-use, and must be told to discontinue its use via a “cease and desist” order.

Thank you in advance for your assistance regarding this issue.

TRANSCRIPT DEGREE/CONFIRMATION RELEASE FORM

I hereby authorize the _____

University/College/Institution Name

Registrar's Office to release my official transcript reflecting my degree and date conferred to my Program Director, _____, for the sole purpose of the random audit for the Registration Eligibility Application process conducted by the Commission on Dietetic Registration.

The intent of the process is to assist in ensuring that applicants for registration eligibility have completed the minimum requirements of either an associate degree (dietetic technician applicants only), or a baccalaureate degree granted by a U. S. regionally accredited college/university, or foreign equivalent; a Didactic Program in Dietetics and supervised practice program; or a Coordinated Program in Dietetics.

These original documents must be submitted to the Commission on Dietetic Registration within five business days of the audit notification. Following completion of the audit the Commission on Dietetic Registration will return all original documentation to the Program Director to be retained in their and/or the Registrar's files.

Program Type (Coordinated, Dietetic Internship, Dietetic Technician) Program Code

Student's Name (PLEASE PRINT)

Institution Student ID #

Student's Name (PLEASE SIGN) DATE

PROGRAM DIRECTOR CONTACT FORM

Should questions arise regarding my Class Completion Group submission to CDR, I can be contacted at the following telephone or e-mail address during my absence from the office. (Please make sure CDR has contact information for up to six {6} weeks past class submission.)

If you have multiple contact numbers, please submit additional forms.

Institution Name

Four-Digit Program Code

Program Director Name -- Please Print, then Sign

Date(s) you will be out of the office

Phone Numbers -- First Choice Alternate Choice

E-Mail Address(es)

Alternate Contact Name (An individual who will be able to reach me during my absence)

Phone Number and/or E-Mail Address

Please sign to verify that you have read this in its entirety. If you have any question please talk to the Program director.

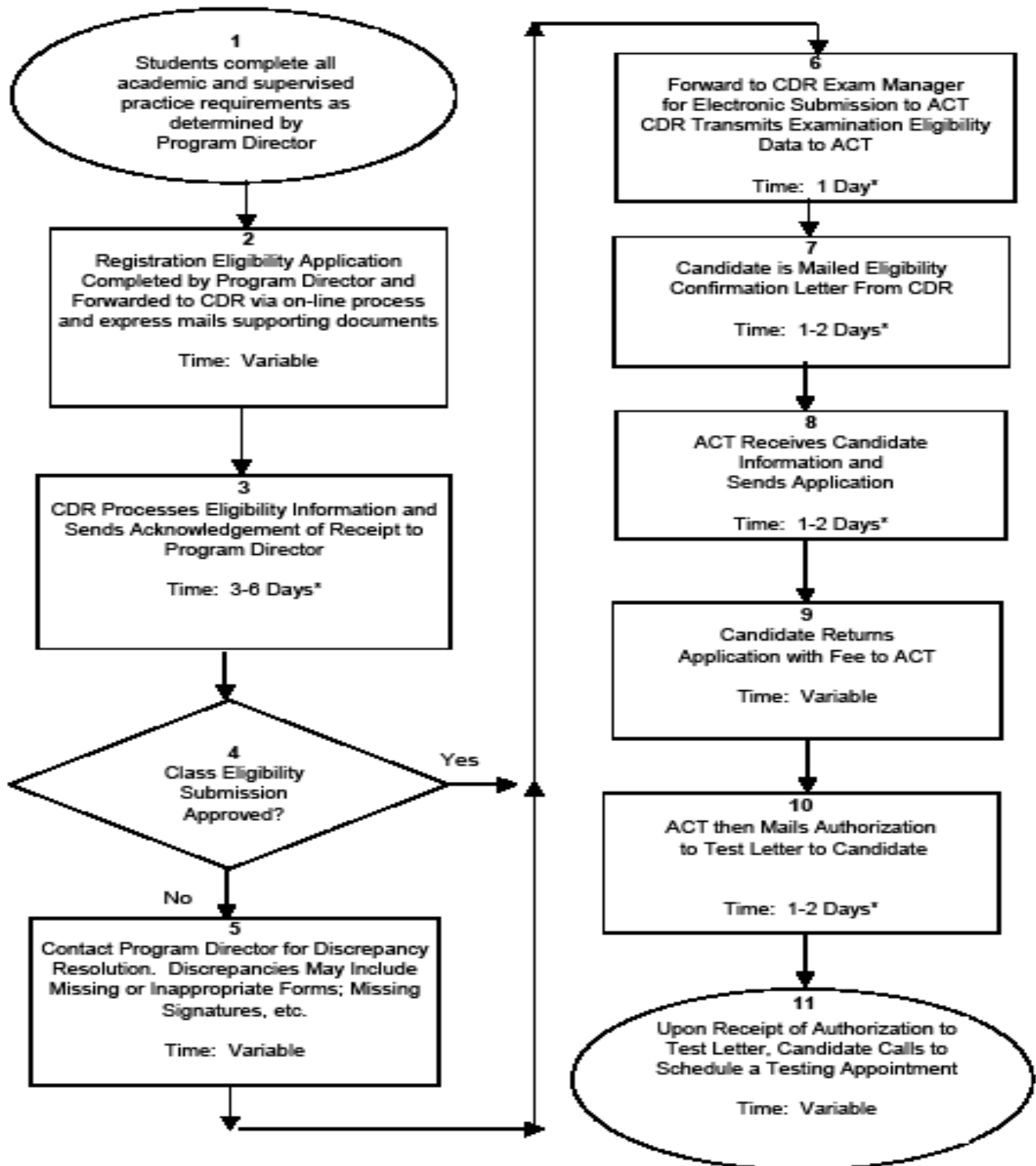
Print your name _____

Parkland ID number _____

Signature: _____

Mail to
Health Professions Department
Attention: Dietary Program Director
2400 W Bradley Ave
Champaign, IL 61821

Flow Chart: Registration Eligibility Application Processing



Note: All mailings are sent via 1st class Mail. Delivery times are variable.

*Business Days

2/04

Please read and sign below.

By signing this page you are stating that you have read and fully understand all parts of the Dietetic Student Handbook and the HIPAA agreement.

Print Name _____

Parkland Student ID number: _____

Address _____

Cell Phone number _____

Email address _____

Date _____

Signature _____

You will need to Mail or fax to the Dietary Program Director the first week of classes or hand to the Instructor during Program orientation.

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.

Make a copy for your records

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.