

DIETETICS AT KANSAS STATE UNIVERSITY



PRECEPTOR HANDBOOK Coordinated Program in Dietetics

Department of Food, Nutrition, Dietetics, and Health

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Introduction

We would like to personally thank you for your commitment to the education of Coordinated Program dietetic students. Without your contribution, supervised practice would not be possible. The Coordinated Program in Dietetics at Kansas State University provides students with both a Bachelor of Science degree in dietetics and the ACEND (Accreditation Council for Education in Nutrition and Dietetics) required 1200 hours of supervised practice.

Kansas State's Coordinated Program in Dietetics has been producing outstanding dietetics professionals since 1971 and is one of the oldest and most prestigious coordinated programs in the country. The Coordinated Program in Dietetics was established in 1970 and was the second program established in the United States. In the program's 46 years of existence it has graduated well over 1000 graduates. Many of our CP graduates now work with our current CP students as preceptors and mentors.

Recruitment and Orientation of New Practicum Sites

The Coordinated Program seeks to recruit new practicum opportunities for students within Kansas and eastern Missouri and to maintain an adequate number of practicum sites to support the Coordinated Program.

New Practicum Sites:

1. The Coordinated Program director will communicate with the proposed practicum site regarding their interest in becoming a preceptor for students and the expectations for providing supervised practice opportunities for students.
2. An affiliation agreement will be provided to the practicum site by the Coordinated Program director using the CP Standard Affiliation Agreement or the agreement utilized by the practicum site for the education of all students and interns. The affiliation agreement must be approved and signed by facility administrators and approved by K-State attorneys and the Provost. Provost Mason is designated by the University to approve dietetic affiliation agreements once it has been reviewed by the K-State attorneys. Once the agreement has been approved and signed by all required persons, the Coordinated Program director will keep on file the health screening and other orientation requirements requested by the practicum site.
3. Prior to placing a student at the new practicum site, the Coordinated Program director will communicate with the preceptor and staff by an on-site meeting or conference call to review expectations, assignments and evaluations. If the new site is for the management semester, the management instructor will also be included.

Affiliation Agreements

Affiliation agreements are required for all facilities that students are sent to complete supervised practice hours. Once a facility has agreed to become a host site, the CP director will determine if the facility will accept K-State's standard contract or determine if the facility prefers to use their standard contract. The purpose of the agreement is to delineate the rights and responsibilities of both the facility and K-State. If the facility wants to use the facility's contract, they will forward the contract to the director and the director will have the K-State attorney review and assist with negotiation of terms with the facility. Once K-State and the facility agree upon terms in the affiliation agreement, the agreement will be sent to the facility for signatures. The facility will send it back to the director who will route to the Provost for signature. Once all signatures are obtained, the director will keep a copy on file and send a copy to the facility for their records. Affiliation agreements are not needed for entities that are a part of Kansas State University. For example, K-State Housing and Dining and K-State Research and Extension offices are not required to have affiliation agreements on file. The following is an excerpt from the University Policy Manual regarding contracts:

“.070 Authorization to Negotiate a Grant or Contract with Sponsor

The negotiation of terms and conditions of grants and contracts requires full compliance with the laws of the State of Kansas and the federal government, as well as the policies and procedures of the Kansas Board of Regents and of Kansas State University. Furthermore, consideration of the specific terms and conditions set forth by the potential sponsor is equally critical.” (<http://www.k-state.edu/policies/ppm/7010.html#.070>)

Some of the older agreements are stored in the accounting office within the college; the others are stored electronically in the Coordinated Program director's files. Affiliation agreements are considered open-ended by the University unless the facility specifies effective dates within the agreement provided to the University. The program director reviews all affiliation agreements periodically to assure that they are current. The program director notifies incoming CP students of the entrance requirements for health screening and orientation for their specific practicum sites. The program director provides required health screening, orientation and insurance documentation to the preceptor or education department prior to the student beginning the semester. Letters are sent with these documents stating that the health-related documents are HIPAA protected. Background checks required by facilities are conducted and sent to the facility.

Preceptor Training

Semester orientation and conference calls

At the beginning of each semester, the practicum course instructor will provide preceptors and community mentors with the following:

1. Course syllabus
2. Course information and important dates
3. Copies of performance evaluations to be completed by the preceptor for the student
4. Copies of assignments and assignment evaluations
5. Other information necessary
6. Contact information of the student, course instructor, and program director

Preceptors are asked to speak via conference calls with instructors during the course of the semester to ask questions, receive information/advice and provide suggestions, if necessary. Instructors also contact preceptors periodically throughout the semester to ensure the semester is going as planned or if any concerns or questions have arisen.

Training

Preceptors are encouraged to take the Dietetics Preceptor Training Program provided at the CDR website. The training provides 8 CPEUs at no cost. <http://www.cdrcampus.com/>

Targeted training for individual preceptors will be provided by the program director or instructor(s) based upon instructor observation or student comments and/or survey results.

Coordinated Program Description

Accreditation Status

The Coordinated Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, 1-800-877-1600, ext. 4872. ACEND has established Standards of Education which accredited programs must meet and include knowledge and competency requirements.

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

A copy of the accreditation standards and or ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 or by calling 1-800-877-1600, ext. 4872.

Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.

Program Description

The program provides both the academic and supervised practice requirements necessary for graduates to sit for the CDR Registration Examination for Dietitians to obtain the RDN (Registered Dietitian Nutritionist) credential. The Coordinated Program provides 1200 hours of supervised practice experience. Supervised practice has been divided into three semesters: management practicum semester, community practicum in the summer session only, and clinical practicum semester.

All students accepted into the Coordinated Program will participate in online education courses during their senior year, particularly during the clinical practicum semester when students are assigned to facilities outside the Manhattan area for supervised practice experience.

The Coordinated Program is accredited to accept up to 15 students per semester. However, the program is not mandated to fill all slots each semester. Only those students who meet specific qualifications will be considered. The CP cannot accept more students than available clinical practicum sites each semester.

Philosophy for the Coordinated Program and the Didactic Program

The dietetics programs are based on the belief that dietitians are especially qualified to provide the most up-to-date information and guidance in nutrition, encompassing health promotion, clinical nutrition, and foodservice systems management.

The faculty believes that it is important for students to understand the importance of the following in dietetic practice:

- Appropriate and timely decision-making based on knowledge, judgment and application of research;
- Effective management of resources to achieve organizational goals;
- Utilization of human relations techniques in attainment of objectives;
- Demonstration of leadership in problem-solving and recognizing needs for future change;
- Commitment to The Academy of Nutrition and Dietetics' Standards of Practice and Code of Ethics;
- Assumption of responsibility for self-direction, evaluation, and continued personal and professional development; and,
- Advocacy of sound nutrition practices enhancing the well-being of the general public.

Based on this philosophy, the dietetics programs at K-State strive to prepare graduates to be successful dietetics practitioners. Every effort is made to prepare students for professional practice in our service-oriented, information-based society. The importance of quality and service is emphasized because client-centered care needs and consumer expectations must be the central focus of innovative dietetics practice.

Coordinated Program Mission Statement

The mission statement of the coordinated program is "The Coordinated Program in Dietetics will prepare graduates to use evidence-based practice to provide food and nutrition products and services to meet the needs of consumers as entry-level Registered Dietitian Nutritionists" The program's mission statement coordinates with the mission statement of the department of Food, Nutrition, Dietetics, and Health and the College of Human Ecology under the umbrella of the mission of Kansas State University. The mission statement and program goals are approved by the Program Advisory Committee.

Coordinated Program Goals and Outcome Measures

Program objectives are measured at least annually for each goal. The results are reviewed by the Program Advisory Committee and utilized to improve program operation and curriculum.

Program Goal #1: The Coordinated Program in Dietetics will prepare students for entry-level employment in the field of dietetics.

Objectives:

1. Over a five-year period, eighty percent (80%) of graduates will take the RDN exam within 12 months of graduation.

2. Over a five-year period, eighty percent (80%) of graduates will pass the RDN exam the first time it is taken.
3. Over a five-year period, eighty percent (80%) of graduates will pass the RDN exam within one year following the first-attempt.
4. Ninety percent (90%) of students accepted into the Coordinated Program will complete the program requirements within three semesters.
5. Over a five-year period, seventy-five percent (75%) or more of CP graduates who sought employment in dietetics will be employed within twelve months of graduation.
6. Over a five-year period, eighty percent (80%) of employers responding to surveys will rate the preparation of coordinated program graduates for professional practice as currently meeting or exceeding expectations of an entry-level professional.
7. Eighty percent (80%) of program graduates responding to surveys will rate their education experience and preparation for entry-level professional practice four or above on a five-point scale.

Program Goal #2: The Coordinated Program in Dietetics will provide appropriate and realistic experiences for supervised practice through continuing cooperative relationships with supervised practice facilities that result in satisfied students and facility professionals.

Objectives:

1. Eighty percent (80%) of facility professionals responding to survey will rate student preparation for supervised practice four or above on a five point scale.
2. Eighty percent (80%) of facility professionals responding to survey will rate their experience as a practicum preceptor as four or above on a five-point scale.
3. Eighty percent (80%) of coordinated program students responding to survey will rate their preparation for supervised practice four or above on a five-point scale.
4. Eighty percent (80%) of coordinated program students responding to survey will rate their learning experience in supervised practice four or above on a five-point scale.

Dietetic Curriculum and Coordinated Program Curriculum

Pre-CP Curriculum

All dietetic majors complete the required curriculum for a bachelor of science in dietetics approved by the department, college, university, and ACEND. Required didactic coursework is completed prior to application for the Coordinated Program. Students are required to meet with their assigned advisor each semester prior to enrollment. Completion of pre-CP curriculum typically requires 3-4 years depending upon student choice to add minors and/or secondary majors.

CP Curriculum

For students accepted into the Coordinated Program, the following is the required curriculum for the Coordinated Program.

Enrollment for Management Semester

- FNDH 560 Management in Dietetics (3 credit hours), on-campus course
- FNDH 561 Management in Dietetics Practicum (8 credit hours), on-campus course (practicum sites can be located in Manhattan or other areas of KS and Western MO)
- FNDH 562 Management in Dietetics Recitation (1 credit hour), on-campus course
- FNDH 570 Professional Practice in Dietetics (1 credit hour), on-campus course

Enrollment for Clinical Semester

- FNDH 520 Applied Clinical Dietetics (3 credit hours), on-campus course but administered online
- FNDH 521 Clinical Dietetics Practicum (8 credit hours), on-campus course (practicum sites can be located around the state of KS and Western MO); instructor will make site visitations and conference calls
- FNDH 510 Introduction to Clinical Dietetics (1 credit hour), on-campus course first week of the clinical semester

Enrollment in Summer Session

- FNDH 516 Communication Competencies in Dietetics (1 credit hour), on-campus in the Spring or on-line in the Summer
- FNDH 517 Communication Competencies in Dietetics Practicum (1 credit), on-campus course but administered online; instructor will make every effort to place student with a community mentor within an hour driving distance

Student learning assessment

The CP has a learning assessment plan that assures each ACEND-required competency is achieved. All knowledge statements and competencies required are measured throughout a 5-year period with specific competencies measured each year. The learning assessment plan for the coordinated program can be found on the dietetics webpage (<http://www.he.k-state.edu/fndh/ugrad/slo/dietetics/>). Dietetics advisors are also available to review the learning assessment plan with students. This plan includes the following for each competency:

- Course in which the competency is assessed and the instructor responsible
- Learning activity
- Assessment method, courses where assessment will occur, and individuals responsible for assessment
- Timeline for assessment

The Program Advisory Committee reviews student learning assessment outcomes annually and uses the data to determine if and what curriculum changes are needed. The K-State Office of Assessment reviews annual dietetics student assessment reports and provides the program with guidance on assessment and curriculum improvement.

CP Concentration

The Coordinated Program's concentration is Management of Food and Nutrition Services. This concentration area is introduced in the Coordinated Program's practicum courses. This concentration is the basis for supervised practice assignments and projects. CP students are required to complete a Systems Assessment Assignment during their management, clinical, and community practicum courses. Students present their findings the last week of the semester.

Admission criteria are as follows:

- If admitted to the dietetics curriculum, no grade lower than a B is allowed in any natural science or professional course in FNDH, HM, or ACCTG. No grade lower than a C is allowed in any other required dietetics curriculum foundation courses.
- One professional recommendation from a work supervisor or volunteer supervisor.
- Recommendation from the instructors of the following courses:
 - FNDH 426 Financial Management in Dietetics
 - FNDH 515 Counseling Strategies in Dietetics
 - FNDH 631 Clinical Nutrition I or FNDH 632 Clinical Nutrition II
- Statement of knowledge and skills gained from work and/or volunteer experiences related to the dietetics profession. It is highly recommended that students applying for the CP program have work and/or volunteer experience related to the dietetics profession to enhance their resumes.
- Cover letter explaining interest in the Coordinated Program, Interest in the Dietetics Profession, and professional goals
- DARS report documenting coursework
- Formal interview with the CP director, other dietetics faculty and dietetic professionals.

Application packets and the interview are rated on a 140-point scale. Applicants must score a minimum of 112 points to be considered for program admission. Acceptance into the program is based on meeting the admission criteria, faculty assessment of student readiness for the program, and the availability of an adequate number of supervised practice sites for the clinical semester.

Coordinated Program Supervised Practice

Selection and evaluation of practicum sites

Practicum sites are selected and retained based upon the following characteristics:

- Willingness to expend preceptor and staff time required to educate students through their supervised practice hours;
- Patient population allowing students' learning activities in providing nutrition care for clients with uncomplicated illnesses such as obesity, diabetes, cancer, cardiovascular disease, gastrointestinal diseases, renal disease and possibly other complicated illness to meet ACEND standards.
- Equitable treatment and evaluation of student performance.
- Upholding ethical standards and practices at the practicum site.
- Willingness to complete an affiliation agreement between the facility and Kansas State University.

Practicum sites are evaluated by students at the end of each CP semester through survey. Evaluation measures of practicum sites by students include the following:

- Experiences that prepared student for entry-level practice;
- Guidance that was clearly communicated;
- Staff knowledge and expertise;
- Clear and fair evaluation.

Practicum sites are reviewed informally by the instructor at site visits and conferences. Instructors evaluate practicum sites based upon the following:

- Provision of experiences and activities that allow student to complete all required assignments;
- Guidance of students through their Systems assessment assignment and other required assignments;
- Completion of evaluations required of preceptors;
- Guidance of students toward and through staff relief;
- Feedback from student survey results or immediate concerns expressed by students.

Criteria for selecting and continuing supervised practice sites includes Accreditation by Joint Commission on Accreditation of Healthcare or other accrediting agency, compliance with FDA or state food code, ability and willingness to provide opportunities for students to complete required course assignments and generally positive reports from CP students.

CP instructors will review student progress with preceptors a minimum of twice per semester. Consistent failure to provide the necessary opportunities for assignment and project completion will be cause to discontinue a supervised practice site. Consistent complaints from students that are found to be justified by instructors will result in discontinuance of the supervised practice site after attempts to improve the situation have failed. Students are required to report unethical or inappropriate behavior on the part of a preceptor or supervised practice site staff member with consequent investigation by the CP director and potential removal of the student from the practicum site. The CP student has the right to file a grievance against the instructor and, hence, the practicum site through the university using the appropriate steps listed in the University Handbook. The supervised practice site will be discontinued if found guilty of unethical behavior such as sexual harassment, medical malpractice or fraud.

CP Policies and Procedures

1. Withdrawal from the University

Information regarding withdrawal from the University is found in the Undergraduate Catalog. Please refer to the following website for detailed information.

<http://www.k-state.edu/registrar/enroll/#WITHDRAW>

2. Honor System

Information on the University's Honor System may be found in the University Handbook at the following website

<http://www.k-state.edu/honor/>

3. Scheduling, Time Commitments, and Academic Calendar

Orientation days for the management and clinical semesters

Orientation for CP students in the management semester is held on the first day of classes. Students will be notified by the management instructor when and where to report for the management orientation.

Students in the clinical semester are expected to enroll in FNDH 519 Introduction to Clinical Dietetics and will be notified of course dates and location by the instructor prior to the beginning of the semester. Hospital orientation is scheduled by the preceptor with the clinical semester student. The clinical student should contact the clinical preceptor prior to the beginning of the clinical semester.

Because the program is considered a time of intensive, hands-on experiences, it is important that students focus on the supervised practice experience and its accompanying didactic courses. The practicum experiences entail 40 hours per week in facilities. Students are encouraged not to work in an outside job during these management and clinical semesters. If an outside job must be maintained, hours for that job must be scheduled so that the hours do NOT conflict with the supervised practice schedule established by the preceptor. Since practicum experiences may also entail some weekend or evening activities, the student should work closely with their practicum facility preceptor regarding scheduling issues.

Students must be participating in some form of supervised practice for 35-40 hours each week. However, they do not need to be physically with an RDN that entire time. The systems assessment assignment should require about four hours of work per week. Students also have other assignments that can be completed independently with some guidance from the preceptor. Students should log time worked in facilities and preceptors will initial the timesheet each week. The timesheet is provided by the course instructor each semester.

Students are not allowed to replace employees as part of supervised practice (ACEND Standards 10.2.e (2017)). Students will complete staff relief during the semester, typically at the end of the clinical semester. Students will carry a clinical caseload; the student will report to a supervising RDN if questions or concerns arise during staff relief. If a student believes their educational time is being utilized to fill in for staff vacancies, they should contact the program director who will discuss the issue with the practicum site preceptor.

Vacation, holiday, and absence policies

Holidays and vacation breaks are published in the K-State Undergraduate and Graduate catalogs and online at

<http://www.k-state.edu/registrar/events/>

Individual course instructors also may announce class cancellations or changes in the semester schedule. Students are responsible for checking with individual course instructors regarding absence policies for didactic courses.

Students in off-campus supervised practice experiences have the same holidays and vacation breaks as on-campus students. However, students and preceptors should work together to ascertain the best schedule for that facility and operation. For example, a student may work a weekend in a supervised practice facility and be given time off during the week. Or, a student in a school foodservice setting may rearrange the time they take their spring break week to coincide with the school district's spring break rather than the K-State spring break.

Excessive absences, whether for illness, family emergency, or other reasons, must be discussed with the CP director. All parties involved will work together to determine if, when, and how time missed may be made up. Students may miss up to three days during the semester for illness or emergency before make up days in the practicum are required.

The student is responsible for notifying instructors and facility personnel as early as possible in the semester if absence from classes or facilities is anticipated. Provision must be made, to the satisfaction of the faculty and/or supervised practice staff, for coverage of coursework or duties during the student's absence. Students who are "at risk" academically will need to discuss with their instructor if absence from classes or facilities is in their best interest.

Attendance at professional meetings

All students are encouraged to attend professional meetings such as the Food and Nutrition Conference and Exhibition (FNCE) of The Academy of Nutrition and Dietetics, the Kansas Academy of Nutrition and Dietetics annual meeting, the Kansas Nutrition Council annual meeting, or other organization seminars. Provided however, attendance at and travel to and from the events is not supervised or sponsored by Kansas State University and are at the students' own risk.

Interview days for graduating seniors

Senior students who are in their clinical (or last) semester are allowed two days away from classes and facility assignments for the purpose of interviewing for jobs per University policy. Course instructors and facility personnel must be notified as soon as possible of the requested time off and plans must be in place for coverage of duties during the student's absence.

Academic Calendar

The coordinated program follows the University academic calendar, as described in the University Handbook at:

<http://www.k-state.edu/registrar/events/>

4. Student Records

All information pertaining to student records can be found in the University Undergraduate Handbook at: http://www.k-state.edu/registrar/a_r/#STUREC

The Department of Food, Nutrition, Dietetics, and Health follow these guidelines. The program director-maintains a file on each student which includes a student's application to the program, recommendation forms (right to review waiver), required entrance documents and summary comments on student performance.

"Faculty and staff members at K-State play a role in the protection and integrity of student records. It is incumbent upon them to maintain, report, and make available information included in student educational records in compliance with the requirements of FERPA and the Student Records Policy." For more information regarding FERPA and the Student Records Policy, please visit: <http://www.k-state.edu/registrar/ferpa/>

5. Resources Provided for Students by the University

Academic Assistance Center (101 Holton Hall; 785-532-6492; academic_help@k-state.edu)

The Academic Assistance Center (AAC) provides a comprehensive and coordinated system for the identification, diagnosis, advisement, counseling, and referral of students to the various academic support services available at K-State. In addition, the AAC provides direct academic support through programs that include:

Tutorial Assistance

Free tutoring is available in a variety of introductory courses through the Educational Opportunity Fund (EOF) tutoring program. Students desiring assistance are assigned to small groups that meet on a weekly basis with a peer tutor who assists them with course content and learning strategies.

The University Experience

The AAC offers the course EDCEP 111 The University Experience to new students for 1-3 hours of credit. This course provides any new student with a general orientation to K-State and university life. Topics covered include study skills, effective use of campus resources, academic planning, career decision-making, and university policies and procedures.

Math Assistance

The AAC provides a math review class for students desiring basic review of pre-algebra mathematics before actually enrolling in a formal mathematics course. Assistance with Intermediate or College Algebra is available to students enrolling in The University Experience as part of that course. Students who are unsure of which math course to enroll in may take a 45-minute math placement exam. This assessment is available on a walk-in basis in the AAC.

PILOTS program

PILOTS is a cooperative, year-long program meant to provide structure and encourage academic discipline and critical reasoning for qualifying entering freshmen. Students enjoy smaller classes, a computer Reading/Writing Lab, a clustering of support courses, and free tutoring. Classes are geared to a diversity of learning styles. <http://www.k-state.edu/pilots/>

Credit by Examination

K-State offers students a variety of quiz-out programs through which a student may earn academic credit in specific courses. The AAC is the campus service agency for the College-Level Examination Program (CLEP), the DANTES Program, and the American College Test Proficiency Examination Program (ACT-PEP).

For more information, refer to the following website. <http://www.k-state.edu/aac/>

Non-Traditional Student Services (101 Holton Hall; 785-532-6434)

Adult Student Services assists undergraduate and graduate students who are married, have children, are re-entering the educational system after several years, or are 25 years of age or older. Staff members assist students with admission and enrollment and provide information or referrals for housing, child care, refresher and study skills courses, tutoring, financial aid, scholarships, insurance, public school enrollment, community family programs, emergency locator and commuter information. The staff may be able to assist the returning K-State student in advising about remedying past academic deficiencies. Staff also helps students with their everyday challenges and special concerns before, during, and after their admission to K-State. For more information, please contact the website listed below.

www.k-state.edu/nontrad

Student Access Center (202 Holton Hall; 785-532-6441; V/TT 785-532-6441)

The Student Access Center works to meet the needs of students with documented disabilities by providing academic accommodations and related services. Staff will work as a liaison with students' instructors. Writing assistance and study skills instruction may be of special interest to students with learning disabilities.

Other supportive services include readers, note takers, typing, and errand service on campus. Tutorial assistance is available for some classes. Assistance is provided in obtaining taped texts. Test taking accommodations, including extended time for test taking, oral examinations, and scribes, can be arranged through this office. Classes scheduled in inaccessible locations will be relocated for students with mobility impairments upon request. Individualized help with enrollment is available. Efforts will be made to provide interpreters for hearing impaired students when requested.

Special equipment available to students includes a talking calculator, FM Listening Systems, Arkenstone Reading Machine, variable-speed tape recorders, and TT (telephone for the hearing impaired). A shuttle van, equipped with a hydraulic lift,

operates on campus between all buildings and is available to students with either temporary or permanent physical disabilities. Accessible housing is available.

For more information, please contact the website listed below.

<http://www.k-state.edu/accesscenter/>

Counseling Services (232 English/Counseling Services Bldg; 785-532-6927)

Counseling Services is staffed by licensed psychologists, licensed marriage and family therapists, professional counselors and advanced trainees. They provide a variety of services including individual, couple, and group counseling, career assessment and counseling, Biofeedback training for stress management and performance enhancement, applied sport psychology programs, alcohol and other drug education services, educational and skill-building workshops, among others. For more information, please visit: <http://www.k-state.edu/counseling>

Lafene Health Center (1105 Sunset Avenue, Manhattan, KS; 785-532-6544; lafene@k-state.edu)

Lafene Health Center provides a range of services that include special clinics for sports-related injuries, women, and allergies and immunizations, as well as a clinic for general care. Also included are services in health education, nutrition, and physical therapy. The services of pharmacy, laboratory, and x-ray are available at reduced rates.

Office of Student Financial Assistance (104 Fairchild Hall; 785-532-6420; finaid@k-state.edu)

For information related to financial aid resources, please contact the Office of Student Financial Assistance. For information related to K-State scholarships: <http://www.k-state.edu/admissions/finaid/scholarships.html>. If students are a member of the Academy of Nutrition and Dietetics, they may be eligible to apply to scholarships through the Academy. Please refer to: <http://www.eatrightpro.org/resources/leadership/honors-and-awards/grants-and-scholarships>. Scholarships are sometimes offered through the Kansas Academy of Nutrition and Dietetics and Kansas Nutrition Council. These opportunities will be communicated by faculty to students through dietetic student communication channels.

6. Entrance Requirements for Management and Clinical Practicum Courses

Students will be assigned to practicum sites and must accept the assigned practicum sites as a condition of being accepted into the Coordinated Program in Dietetics at Kansas State University.

Students will acknowledge that practicum sites accept students on a volunteer basis. Students must acknowledge that practicum sites may change their decision regarding accepting a student any time up to the beginning of the semester resulting in the Coordinated Program Director locating a new practicum site from locations that might agree to accept a student on short notice.

Proof of Health Insurance

Students participating in the CP must show evidence of medical insurance coverage, either through a family medical plan or an individual medical insurance plan. The student's medical insurance coverage will be at the expense of the student. Proof of medical insurance coverage must be presented to the program director prior to assignment in any practicum facility. Provided however, the program director is not evaluating the completeness, sufficiency, or adequacy of coverage-only that health insurance is obtained. This is critical because students are not employees of these operations and thus are not covered by Workers' Compensation. Students are responsible for all medical and other expenses incurred during the program.

Professional and General Liability Insurance

It is a requirement that students who have been formally admitted to the Coordinated Program in Dietetics carry professional liability insurance to protect them from malpractice suits, at the student's own expense. Proof of student liability insurance coverage must be presented to the program director prior to beginning the coordinated program. Marsh Affinity Group Services, a service of Seabury and Smith provides coverage at a discounted rate for student members of the Academy of Nutrition and Dietetics, but students are free to seek insurance from other insurance companies as well. As a

courtesy, the CP director will provide purchase instructions for Marsh Affinity Group Services. Once the CP student graduates, the policy purchased as a student often does not extend as professional liability insurance for professionals.

Additional Entrance Requirements for Clinical Practicum Courses

Proof of Current Immunizations

Students must have current immunizations, as required by assigned practicum site, and present a copy of the record to the program director. Some hospitals also require Hepatitis A vaccination and most hospitals require Hepatitis B vaccinations or declination waiver. The program director will provide each student with the specific requirements for the medical practicum site to which they are assigned. All requirements must be met before the student can begin in their practicum site.

Proof of Negative TB Skin Test

Students must have a recent negative TB skin test within the last 12 months and provide written proof to the program director prior to entrance into the medical practicum site. Medical practicum sites vary in their requirements; the program director will provide each CP student with specific requirements for the medical practicum site to which they are assigned.

Criminal Background Check for Student Dietitians

Background checks are required for all medical practicum sites. Criminal background checks must be completed prior to the student starting at the practicum site. Students are required to initiate this criminal background check through an electronic process, and complete this process at their own expense. It takes between 24 to 96 hours for the background check to be completed after it is initiated. The report will be sent to the medical facility that the student is assigned. The program director will provide each CP student with instructions on purchasing a background check from Validity Screening Services.

Drug and Alcohol Testing

Some practicum sites require the student to have a drug and/or alcohol testing prior to entrance to the facility. Some practicum sites will perform this testing onsite. However, some facilities require it to be done prior to the first day of the semester. Lafene Health Center performs drug and alcohol testing for students. Lafene Health Center requires a letter from the CP director stating that the student needs to have this testing done for a program requirement. The student is also required to have photo identification the day of the testing. Students will need to sign a waiver allowing the results of the test to be released to the director of the Coordinated Program, who will send the results to the practicum site. The student will incur all costs of drug and alcohol testing.

Practicum site-specific requirements

Each practicum site has specific entrance requirements including pre-semester training. The program director will provide each CP student with a list of requirements and due dates for the practicum site where they are assigned. This could include specific facility training, CPR certification, getting a flu shot, providing record of a recent physical examination, signing confidentiality statements, participating in facility orientation, etc. The program director will need all documentation approximately 30-50 days prior to the first day of the clinical practicum. This information is required prior to the student starting at the facility. The program director will send copies of all documentation to the practicum sites before the first day of the semester after the student has signed a release waiver. All practicum sites are notified that information provided to them regarding student health either by program director or student themselves is HIPAA protected.

7. Housing

It is the student's responsibility to find housing for himself/herself own risk and at his/her own expense during the practicum semesters, just as students are responsible for their own housing when attending classes on campus.

8. Responsibility for Safety in Travel and Travel Requirements

See "Waiver, Release and Assumption of Risk" for responsibilities regarding housing and travel (Appendix B).

9. Injury or illness while in a facility for supervised practice.

Most facility-developed affiliation agreements state that emergency care will be provided to a student that is injured or has a health emergency while at the facility. Students are responsible for any and all medical and other expenses incurred during the practicum semesters. All students entering the CP are required to provide the program director with proof of personal health insurance for the purpose of treatment for injury or illness. The director is not evaluating the completeness, sufficiency, or adequacy of coverage-only that health insurance coverage is obtained. The university and the coordinated program do not provide medical insurance for students and students are not covered by Workman's Compensation in their practicum sites. CP students can obtain care from Lafene Student Health Services. Students must purchase student health insurance if they are not covered by their family's insurance plan.

In the event of a student health or family emergency, both student and preceptor must contact the program director who will coordinate with the Office of Student Life to provide the student with the support needed during and after the emergency. Information regarding contact information at the Office of Student Life is found at:
http://www.k-state.edu/dh/Student_Emergencies.html

If a coordinated program student needs an accommodation or requires an extended absence, please contact the program director and/or the Student Access Center (<http://www.k-state.edu/accesscenter/>).

Counseling services at Kansas State University offers a wide-range of services including seeing students about stress, homesickness, career decision-making, relationship concerns, eating disorders, trauma, depression, and anxiety disorders. Information regarding counseling services can be found at:
<http://www.k-state.edu/counseling/>

10. Grievances

In keeping with the University's grievance procedure, the grievance procedure for the coordinated program serves the three functions as that of the University: "(1) to safeguard the rights and academic freedom of both students and faculty, (2) to assure due process, and (3) to provide for consistency in handling undergraduate grievances throughout the university"

http://catalog.k-state.edu/content.php?catoid=13&navoid=1412#Under_Stud_Grievance_Policies

In addition the coordinated program seeks to preserve the working relationship with the preceptor, their staff and the practicum site recognizing that each practicum site must enforce their own policies and protocols.

A coordinated program student may file a complaint regarding their preceptor, practicum site or course content with the coordinated program director. The program director will communicate directly with the student by email, phone or in-person meeting. Upon obtaining information from the student, the program director (and CP management practicum instructor if appropriate) will schedule a conference call or on-site meeting with the student and preceptor to resolve misunderstandings and miscommunications. A written summary of the meeting content and action plan for resolution of the conflict/problem will be provided to the student and preceptor with an additional copy retained in the student's file with the program director. If the student does not feel that their concern has been adequately resolved or at any time during the process, **students may also discuss their concerns with the department head of FNDH.**

Most affiliation agreements clearly state that the facility reserves the right to expel a student from their facility for matters of in inappropriate conduct. Students are obligated to know and follow facility policy and protocol.

For additional information about grievances, please see the university policy at: http://catalog.k-state.edu/content.php?catoid=13&navoid=1412#Under_Stud_Grievance_Policies

Every attempt will be made by the program director working with the preceptor to resolve the concerns that might prevent the student from completing a successful supervised practice. All student concerns are handled in a non-retaliatory and private manner between preceptor, students and program director. The FNDH department head is consulted as needed by the program director. Students may also discuss their concerns with the department head without fear of retaliation.

Opportunity and Procedure to File Complaints with the Accreditation Council for Education in Nutrition and Dietetics

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

A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at The American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 or by calling 1-800-877-1600, ext. 4872. Written complaints should be mailed to the Chair, Commission on Accreditation for Dietetics Education at the above address.

11. Student Assumption of Risk

Please refer to the Waiver, Release, and Assumption of Risk form in Appendix A.

12. Granting Credit based on assessment of prior learning or competence

Students considering taking a required pre-coordinated program course from another school should check the K-State Admission's Office "Transfer Equivalency Page" at <http://www.k-state.edu/undergradadmit/transferequivalency.html>

If the school has a course listed that is equivalent to the K-State course, the course will transfer to K-State. That means that K-State has evaluated the syllabus of that class and has deemed it equivalent to the K-State course. Upon completion of the course the student must have the transcript with final grade sent to the K-State Registrar's Office so it can be officially recorded on the student's transcript. Substitutions for courses not K-State pre-approved must be approved by the advisor, department head and dean's office. This substitution requires a course description and a syllabus from the other school.

Students may transfer from an accredited community college up to one-half of the K-State requirements for graduation or 60 credit hours. All students must complete at least 30 K-State credits to be considered for a degree. Further, the student must complete 20 of the last 30 hours of resident undergraduate credit at K-State. Students wishing to transfer credit for courses from other institutions should consult their dietetics advisor and the Human Ecology dean's office as soon as possible to facilitate the transfer process.

CP students may not use previous or current employment experience in place of CP supervised practice hours.

13. Assessment of Student Learning and Performance Reports

Regular evaluation of student performance in professional courses with a supervised practice component is an important part of the CP experience. Each student meets on a regular basis with their facility preceptor to critique learning activities and identify strengths and areas for improvement in on-the-job knowledge and behavior. Formal evaluations are completed at midterm and at the end of the semester. Both lecture courses and practicums are graded courses and final grades are determined by the instructor of record based upon preceptor evaluations and assignment scores.

The philosophy of the program is that students must demonstrate competence in both knowledge and performance. Every effort will be made to provide guidance and assistance to students with problems in either area. However, if improvement is not shown and the student continues to demonstrate a lack of ability or commitment, he/she will be removed from the program and encouraged to seek other career options.

Please also see the section above titled “Student Learning Assessment” for the formal process used to assess student learning outcomes for university and accreditation purposes.

14. Program Retention, Remediation and Termination Procedures

The philosophy of the program is that students must demonstrate competence in both knowledge and performance. CP instructors will review student progress with preceptors a minimum of twice per semester. CP instructors will meet with the preceptor and CP student if they are not performing up to standards as indicated by the preceptor performance report. The CP instructor, CP student, and preceptor will determine goals, objectives and a timeline to meet these goals and objectives for the student to meet performance standards. These goals, objectives and timelines are documented through a performance improvement plan. If the student does not make the specified improvements by the given timeline, the CP student may be dismissed from the program. If dismissed from the program, the student will have the opportunity to meet with faculty advisors to discuss career paths and major options. Obtaining a B in all CP courses is a prerequisite to continue in the coordinated program. Students who do not earn at least a B in a coordinated program course will be re-evaluated for continuation in the program. Student performance and professional behavior is a critical component in determination of letter grades for courses. Performance is assessed by practicum preceptors and reviewed by course instructors in determining successful completion of the program. Notwithstanding anything herein to the contrary, nothing in this paragraph or elsewhere shall be construed to limit the university’s or preceptors’ decision to discipline or terminate the student for policy or protocol violations.

15. Graduation Requirements

To graduate, Coordinated Program students must complete all coursework required for a Bachelor of Science degree in dietetics and the seventeen credit hours of supervised practice practicum. Degree completion typically requires 4-5 years depending upon student choice to add minors and/or secondary majors, and/or complete courses in the summer terms. Coordinated Program students are required to complete the supervised practice experience within one year of beginning the Coordinated Program (Fall, Spring, Summer sessions).

Application for graduation clearance is completed using KSIS. The student is responsible for verification that all transcripts of college credits from previous institutions are on file in the Office of the University Registrar before the end of the semester in which graduation is intended.

16. Verification Statement Procedures

Upon completion of supervised practice experience, CP students are issued an official Verification Statement indicating successful completion of the required 1200-hour experience. After completion of degree and supervised practice requirements, each graduate receives six copies of a dated verification statement with original program director signature. The original signed and dated verification statement remains on file in the department of Food, Nutrition, Dietetics, and Health indefinitely.

Contact Information

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Appendix A

ASSIGNED PRACTICUM ACCEPTANCE FORM - WAIVER, RELEASE AND ASSUMPTION OF RISK

Student: _____

Assigned practicum sites:

- Management Practicum Fall _____:
- Community Practicum Summer _____:
- Clinical Practicum Spring _____:

Please initial each of the following if you choose to accept the invitation to the Coordinated Program.

_____ I accept the assigned practicum sites as a condition of being accepted into the Coordinated Program in Dietetics at Kansas State University.

_____ I acknowledge that practicum sites accept students on a volunteer basis. I acknowledge that practicum sites may change their decision regarding accepting a student any time up to the beginning of the semester resulting in the Coordinated Program Director locating a new practicum site from locations that might agree to accept a student on short notice.

_____ I acknowledge that I am solely responsible for any and all transportation to, from, and between practicum and other sites and activities during my participation in the Coordinated Program. I agree that all such travel is at my own expense and at my own risk, just as when students travel to class on campus.

_____ I acknowledge that it is my responsibility to find housing for myself at my own risk and at my own expense during the practicum semesters, just as students are responsible for their own housing when attending classes on campus.

_____ I acknowledge that Kansas State University employees and agents are not present during my practicum and most activities of the Coordinated Program (except to the limited extent when practicums are completed through departments of Kansas State University under the supervision of Kansas State University employees), and they do not exercise supervision or control over persons, mentors, patients, clients, clinic activities, clinic and surrounding premises, or the like. I understand that I may make my own independent inquiry of and research the sites and/or mentors to which I am assigned, and may raise with the Coordinated Program Director any potential or actual issues identified prior to or during a given practicum semester.

_____ I waive, release, and discharge for myself, my heirs, executors, administrators, legal representatives, assigns, and successors in interest, Kansas State University, the State of Kansas, the Kansas Board of Regents, and their agents, officers and employees, from all claims, demands, and causes of action of any kind, including claims for negligence, which may arise from or be related to my participation in the practicums of the Coordinated Program. I further agree that if despite this release, myself or anyone on the my behalf makes a claim against any of the persons or entities listed in this paragraph, I will indemnify and hold harmless each of them from all litigation expenses, attorney fees, loss, liability, damage or cost that may incur as the result of any such claim.

_____ I assume all risks associated with my participation in the practicums of the Coordinated Program, including without limitation for travel to and from the practicum sites and activities, meetings and other engagement with a mentor, and other site employees, clients, or the like, and risks associated with health care, all of which may include serious bodily injury up to and including death.

_____ I agree to abide by Kansas State University policies and practicum site policies and protocols throughout the Coordinated Program. I understand that facilities may require background checks, drug and alcohol testing, and immunization records prior to me being at the facility. If required by the applicable facility, I authorize Kansas State University and its employees to forward a copy of the results of my background check to the facility. I agree that I have or will obtain, prior to the start of any practicum, medical insurance and comprehensive general liability and professional

liability insurance in the amounts required by the site to which I am assigned, purchased at my own expense. I understand that I am responsible for any medical and other expenses incurred during the practicum semesters. Practicum sites may also require that I complete additional requirements prior to starting at the site such as getting a flu shot, a physical examination, signing confidentiality statements, hospital orientation, etc., with which I agree to comply.

_____ I understand that I must earn a C or better in all courses for the semester immediately preceding my first practicum semester and throughout the Coordinated Program. I understand that I must have all retaken courses and incomplete courses finished by the end of the semester immediately preceding my first practicum semester to begin the Coordinated Program.

_____ I have reviewed and agree to follow the Coordinated Program Student Handbook available at: <http://www.he.k-state.edu/fndh/ugrad/dietetics/cpd/>

_____ I understand that if I do not follow policies and procedures of the Program, The University, and/or of the assigned practicum site, I may be subject to disciplinary action, including but not limited to dismissal from the program through the University and/or the assigned practicum site.

Please initial the following if you choose to decline the invitation to the Coordinated Program.

_____ I choose to decline the invitation to the Coordinated Program.

Student Signature Date

Please return this signed acceptance form to Amber Howells (JU 104).