



University of Kentucky
Department of Dietetics and Human Nutrition
Coordinated Program in Dietetics

STUDENT HANDBOOK

2016-2017

School of Human Environmental Sciences
College of Agriculture, Food, and Environment
Lexington, Kentucky

The Coordinated Program in Dietetics at the University of Kentucky is currently granted Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, Phone number (800) 877-1600 or (312) 899-0040.

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INTRODUCTION

The Coordinated Program in Dietetics (CP), Option B, in the UK Department of Dietetics and Human Nutrition Program, is a combined program of academics and supervised practice experience with a concentration in Leadership and Service Learning. In addition to the required didactic coursework (lecture and laboratory courses), the program provides 1,239 hours of supervised practice necessary to meet the Knowledge Requirements and Competencies for entry-level dietitians as mandated in the Eligibility Requirements and Accreditation Standards of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND). Upon successful completion of the Coordinated Program, graduates receive verification and are eligible to sit for the Commission on Dietetic Registration (CDR) national registry exam to earn the registered dietitian (RD) credential.

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Program Philosophy

The philosophy of the CP at the University of Kentucky is based on the belief that the dietitian is the food and nutrition expert and that nutrition is an important basis of the health and well-being of all humans functioning in a diverse society.

The program supports a learning environment that encourages students to use problem-solving skills, build self-confidence, and continue to seek new learning opportunities. The faculty provides experiences that develop individual independence, critical thinking, initiative, creativity, maturity and self-reliance for entry into the profession. The program will provide an environment for individuals to develop professional attitudes and instill standards of ethical professional practice by working with dietitians who serve as role models. Graduates of the Coordinated Program are expected to provide quality nutritional care with concern and awareness of individual needs.

The philosophy and goals of the CP are consistent with the high ethical standards and the philosophy and goals of the University, the College of Agriculture, Food and Environment, the School of Human Environmental Sciences and the Department of Dietetics and Human Nutrition. The Leadership and Service Learning concentration is consistent with the mission and resources of the University of Kentucky in serving the needs of the Commonwealth.

Link to UK Vision, Mission, Plans: www.uky.edu/Provost/strategic_planning/mission.htm

PROGRAM MISSION, GOALS, AND OBJECTIVES

Mission:

The Mission of the UK Coordinated Program is to provide a quality undergraduate experience of education, leadership, service, and supervised practice using a comprehensive evidence-based program in community, clinical, and food service systems management to prepare dietetics students for success as entry-level dietitians which will allow them the ability to enhance the health and well-being of people and the environment in which they live.

Program Goal 1:

Prepare outstanding dietetics students for success in the dietetics field upon graduation.

Program Objectives for Goal 1:

Objective 1- 95% of CP students will complete program/degree requirements within 150% (7 ½ semesters) of the program length.

Objective 2- 80% of CP graduates who take the CDR exam will pass on the first time.

Objective 3- 70% of program graduates will have professional experience in dietetics or related fields within 12 months of graduation.

Objective 4- 80% of employers, who complete the employer survey, will rate CP graduates at 3 or higher, on a 4 point scale, for preparedness in an entry-level position.

Program Goal 2:

Provide opportunities for CP students to participate in and lead dietetics related services that will enhance the health and well-being of people and the environment in which they live.

Program Objectives for Goal 2:

Objective 1- All CP students will hold a leadership role in a community organization while as an undergraduate.

Objective 2- 50% of CP graduates will hold a leadership role in a community organization within 12 months of graduation.

Objective 3- All CP students will deliver two dietetics –related services to the community during their supervised practice.

Objective 4- All CP students will complete 100 hours of service learning during their didactic program and document this in a portfolio.

* All program outcomes data are available on request from the CP Director (elmars2@uky.edu)

CP ADMISSION REQUIREMENTS

Recruitment

The University of Kentucky Coordinated Program considers all applicants equitably.

Admission

1. Must be a current, full-time University of Kentucky student in Year 2 of the Dietetics Program.
2. Must be eligible to begin Supervised Practice Program in January of Year 4 of the Dietetics Program.
3. Must have a cumulative GPA of 3.0 (on a 4.0 scale).
4. Completion of paid or volunteer work experience in food service, wellness, education and/or nutrition care is *preferred*.
5. Leadership experience and participation in organizations is *preferred*.

CP STUDENT COMPETENCIES FOR THE DIDACTIC PORTION

During the two years of the didactic portion of the CP, the student will meet the competencies expected of dietetics students who progress to entry-level professionals. Successful completion of the didactic and supervised practice components is required of the CP graduate.

Knowledge, Skills, and Competencies for Entry Level Dietitian Education Programs

1: Scientific and Evidence Base of Practice: Integration of Scientific Information and Research into Practice

KRD 1.1. The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence based practice.

KRD 1.1.a. Learning Outcome

Students are able to demonstrate how to locate, interpret, evaluate and use professional literature to make ethical evidence-based practice decisions.

KRD 1.1.b. Learning Outcome

Students are able to use current information technologies to locate and apply evidence-based guidelines and protocols, such as the AND Evidence Analysis Library, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites.

2: Professional Practice Expectations: Beliefs, Values, Attitudes and Behaviors for the Professional Dietitian Level of Practice

KRD 2.1. The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.

KRD 2.1.a. Learning Outcome

Students are able to demonstrate effective and professional oral and written communication and documentation.

KRD 2.2. The curriculum must provide principles and techniques of effective counseling methods.

KRD 2.2.a. Learning Outcome

Students are able to demonstrate counseling techniques to facilitate behavior change.

KRD 2.3. The curriculum must include opportunities to understand governance of dietetics practice, such as the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.

KRD 2.3.a. Learning Outcome

Students must be able to apply professional guidelines to a professional practice scenario.

KRD 2.3.b. Learning Outcome

Students must be able to identify and describe the roles of others with whom the Registered Dietitian collaborates in the delivery of food and nutrition services

3: Clinical and Customer Services: Development and Delivery of Information, Products and Services to Individuals, Groups and Populations

KRD 3.1. The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care practice, including principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.

KRD 3.1.a. Learning Outcome

Students are able to use the nutrition care process to make decisions, to identify nutrition-related problems and determine and evaluate nutrition interventions.

KRD 3.2. The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.

KRD 3.2.a. Learning Outcome

Students are able to develop interventions to affect change and enhance wellness in diverse individuals and groups

KRD 3.3. The curriculum must include education and behavior change theories and techniques.

KRD 3.3.a. Learning Outcome

Students are able to develop an educational session or program/educational strategy for a target population.

4: Practice Management and Use of Resources: Strategic Application of Principles of Management and Systems in the Provision of Services to Individuals and Organizations

KRD 4.1. The curriculum must include management and business theories and principles required to deliver programs and services.

KRD 4.1.a. Learning Outcome

Students are able to apply management theories and principles to the development of programs or services.

KRD 4.1.b. Learning Outcome

Students are able to evaluate a budget and interpret financial data.

KRD 4.1.c. Learning Outcome

Students are able to apply the principles of human resource management to different situations

KRD 4.2. The curriculum must include content related to quality management of food & nutrition services.

KRD 4.2.a. Learning Outcome

Students are able to apply safety principles related to food, personnel and consumers.

KRD 4.2.b. Learning Outcome

Students are able to analyze data for assessment and evaluate data to use in decision making

KRD 4.3. The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.

KRD 4.3.a. Learning Outcome

Students are able to explain the impact of a public policy position on dietetics practice.

KRD 4.4. The curriculum must include content related to health care systems.

KRD 4.4.a. Learning Outcome

Students are able to explain the impact of health care policy and different health care delivery systems on food and nutrition services.

KRD 4.5 The curriculum must include content related to coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers

5. Support Knowledge: Knowledge Underlying the Requirements Specified Above.

KRD 5.1 The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.

KRD 5.2 The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism, and nutrition across the lifespan.

KRD 5.3 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.

CP STUDENT COMPETENCIES FOR THE SUPERVISED PRACTICE PORTION

During the supervised practice portion of the CP, the student will meet the competencies expected of dietetic interns who progress to entry-level professionals. Successful completion of the didactic and supervised practice components is required of the CP graduate.

1: Scientific and Evidence Base of Practice: Integration of Scientific Information and Research into Practice

- CP 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
- CP 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature (such as the Academy's Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice.
- CP 1.3 Justify programs, products, services and care using appropriate evidence or data
- CP 1.4 Evaluate emerging research for application in dietetics practice
- CP 1.5 Conduct research projects using appropriate research methods, ethical procedures and statistical analysis

2: Professional Practice Expectations: Beliefs, Values, Attitudes and Behaviors for the Professional Dietitian Level of Practice

- CP 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics
- CP 2.2 Demonstrate professional writing skills in preparing professional communications
- CP 2.3 Design, implement and evaluate presentations to a target audience
- CP 2.4 Use effective education and counseling skills to facilitate behavior change
- CP 2.5 Demonstrate active participation, teamwork and contributions in group settings
- CP 2.6 Assign appropriate patient care activities to DTRs and/or support personnel as appropriate
- CP 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
- CP 2.8 Apply leadership principles effectively to achieve desired outcomes
- CP 2.9 Participate in professional and community organizations
- CP 2.10 Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services
- CP 2.11 Demonstrate professional attributes within various organizational cultures

CP 2.12 Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration

CP 2.13 Demonstrate negotiation skills

3: Clinical and Customer Services: Development and Delivery of Information, Products and Services to Individuals, Groups and Populations

CP 3.1 Perform the Nutrition Care Process (a through e below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings

CP 3.1.a Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered

CP 3.1.b Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements

CP 3.1.c Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention

CP 3.1.d Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis

CP 3.1.e Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting

CP 3.2 Demonstrate effective communications skills for clinical and customer services in a variety of formats

CP 3.3 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management

CP 3.4 Deliver respectful, science-based answers to consumer questions concerning emerging trends

CP 3.5 Coordinate procurement, production, distribution and service of goods and services

CP 3.6 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals

4: Practice Management and Use of Resources: Strategic Application of Principles of Management and Systems in the Provision of Services to Individuals and Organizations

CP 4.1 Participate in management of human resources

CP 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food

CP 4.3 Participate in public policy activities, including both legislative and regulatory initiatives

CP 4.4 Conduct clinical and customer service quality management activities

- CP 4.5 Use current informatics technology to develop, store, retrieve and disseminate information and data
- CP 4.6 Analyze quality, financial or productivity data and develop a plan for intervention
- CP 4.7 Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment
- CP 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits
- CP 4.9 Analyze financial data to assess utilization of resources
- CP 4.10 Develop a plan to provide or develop a product, program or service includes a budget, staffing needs, equipment and supplies
- CP 4.11 Code and bill for dietetic/nutrition services to obtain reimbursement for services from public or private insurers

Leadership and Service Learning Concentration Competencies

1. Demonstrate a high standard of professional responsibility through continuous service to the community by applying leadership principles.
2. Recognize factors affecting the population (e.g., social, economic, cultural, and linguistic factors) and adjust accordingly to best meet the needs of the target audience being served.
3. Use appropriate communication channels (e.g., formal, informal, individual, groups, community settings) to effectively meet the needs of the population being served.

CURRICULUM

The four-year curriculum leading to the Bachelor of Science degree in Dietetics Option B consists of two phases:

1. Two years of basic pre-professional and general studies courses are taken at the University of Kentucky or other accredited colleges or universities.
 - a. Transfer students are encouraged to receive early guidance in the first semester after transfer from the Director of CP, the School of Human Environmental Sciences Advising Resource Office, and the Academic Coordinator of the DHN Department.
2. Two years of intensive professional academic and supervised practice.
 - a. The didactic component of the program consists of three semesters beginning the fall semester of the junior year.
 - b. In the junior year, students complete the majority of their courses in a cohort that progresses sequentially to the senior year.
 - c. Students are required to gain 100+ hours of volunteer work to accompany coursework in the junior year and the fall semester of the senior year.
 - d. In the senior year, didactic teaching and supervised practice continue in the spring semester, first summer school session, and second summer school session.

Academics and the supervised practice provide the student with the knowledge and skills required for foodservice systems management, education, medical nutrition therapy, community nutrition, counseling, and research applicable to dietetics. During the senior year the student works towards mastery of the stated competencies essential to an entry level dietitian.

The CP does not have a policy for assessing prior learning or competence and therefore does not grant credit or supervised practice hours for prior learning or competence.

Link to major program sheet: <http://dib.uky.edu/registrar/sites/www.uky.edu/registrar/files/diet.pdf>

**COORDINATED PROGRAM IN DIETETICS
PROGRAM SEQUENCE**

Junior Fall

DHN 301 Dietetics Practice	2
DHN 302 Principles of Food Preparation	3
DHN 311 Nutritional Biochemistry	3
DHN 312 Life Cycle and Community Nutrition I	3
DHN 374 Research and Writing in Dietetics (GWR)	3
STA 210 Intro to Statistical Reasoning	<u>3</u>
Total Credits	17

Junior Spring

DHN 340 Institutional Purchasing	3
DHN 304 Experimental Foods	3
DHN 313 Life Cycle and Community Nutrition II	3
DHN 510 Advanced Nutrition	3
DHN 512 Medical Nutrition Therapy I	<u>4</u>
Total Credits	16

Students will complete at least 100 hours of service learning before the senior spring semester.

Senior Fall

DHN 342 Quantity Food Production	4
DHN 346 Human Resources Management for the Food and Hospitality Industries	3
DHN 514 Dietetics: Counseling and Communication: Theories and Applications	3
DHN 517 Medical Nutrition Therapy II	3
DHN 408 G Seminar in Food and Nutrition	1
FAM 352 Issues in Family Science	<u>3</u>
Total Credits	17

Supervised Practice Program (SPP) Total Credits 21

Senior Spring

DHN 520 Medical Nutrition Therapy I: Supervised Practice	5
DHN 522 Medical Nutrition Therapy II: Supervised Practice	3
DHN 524 Food Service Systems Management I: Supervised Practice	5
DHN 526 Food Service Systems Management II: Supervised Practice	3
DHN 518 Evaluation of Dietetic Issues and Leadership	<u>2</u>
Total Credits	18

Senior Summer Session I

DHN 528 Community Nutrition I: Supervised Practice	<u>1</u>
Total Credits	1

Senior Summer Session II

DHN 530 Community Nutrition II: Supervised Practice	<u>2</u>
Total Credits	2

COORDINATED PROGRAM SUPERVISED PRACTICE HOURS DISTRIBUTION

Supervised Practice Areas	Supervised Practice Hours	Rationale
Medical Nutrition Systems		
Therapeutic Nutrition Practicum	40 hours X 7 weeks = 280	On site with Preceptor
Advanced Therapeutic Practicum	40 hours X 3 weeks = 140	On site with Preceptor
Total	= 400 hours	
Food Service Systems Management		
Foodservice Systems Practicum	40 hours X 7 weeks = 280	On site with Preceptor
Advanced Food Service Systems	40 hours X 3 weeks = 140	On site with Preceptor
Total	= 400 hours	
Community Nutrition		
Nutrition in the Life Cycle Practicum	40 hours X 2 weeks = 80	On site with Preceptor
Community Nutrition Practicum	40 hours X 5 weeks = 200	On site with Preceptor
Total	= 280 hours	
Practical Work Hours – RD supervised	Amount of Time	Students are assigned to DHN RD faculty and complete these activities under the direct supervision of DHN Faculty and/or their Preceptor
Research Project	40 hours	Evaluate emerging research for application in dietetics practice and demonstrate professional writing skills by writing a literature review. Conduct a research project using appropriate research methods, ethical procedures and statistical analysis. Create a research poster to present. Design and implement a research presentation to a target audience and present research findings to audience. Entire project supervised by RD research mentor.
Case Study FSSM	6 hours	Evaluate emerging research in human resource issues, demonstrate professional writing skills by writing a literature review, create 3 varied solutions, discuss with preceptor, apply leadership principles effectively to achieve desired outcome, and present findings to audience.
In-Service FSSM	6 hours	Conduct clinical and customer service quality management activities. Develop quality control and patient satisfaction protocols and present to preceptor. Implement if possible. In-service could also involve human resource hiring, firing and re-training.
Special Project FSSM	16 hours	Develop special meal at facility that includes a budget, staffing needs, equipment and supplies. The student is in charge of procurement, production, distribution and service of meal. This project also entails marketing and promotion of the event. Student is in-charge for the

		entire project that has a special theme that has been researched by the student.
Financial Report FSSM	3 hours	Analyze quality, financial or productivity data by meeting with the Chief Financial Officer at the facility. Write a report of the findings and provide a plan for suggested improvements and make recommendations on resource consolidation.
Literature Review FSSM	2 ½ hours	Research evidence based guidelines, systematic reviews and scientific literature in areas of dietetics and evaluate emerging research for application in dietetics practice.
Marketing Plan FSSM	4 ½ hours	Demonstrate effective communication skills for customer services in a variety of format to promote programs, products, and services.
Case Study MNT	12 hours	Research on disease state, complete patient assessment, patient interviews and family history taken directly, perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
In-Service MNT	6 hours	Design, implement and evaluate a presentation on a current topic or journal article. Present to clinical staff.
Patient Education Material MNT	4 hours	Demonstrate effective communication skills for clinical services by preparing professional communications while providing respectful, science-based information.
CN Community-Based Nutrition Education Project	6 ½ hours	Demonstrate effective communication skills for clinical and customer services in a variety of formats while providing respectful, science-based information. Past examples have included, weekend feeding programs, elder education sessions, congregate meal planning and set-up.
CN Food Security Nutrition Education Project	6 ½ hours	Demonstrate effective communication skills for clinical and customer services in a variety of formats while providing respectful, science-based information. Past examples have included, evening radio presentation, TV demonstrations, and YouTube videos.
WIC Activity	6 hours	Tour WIC site, interact with families, conduct nutrition evaluations, use effective education and counseling skills to facilitate behavior change, complete WIC certification modules.
Legislative Activity	12 hours	<ol style="list-style-type: none"> 1. Demonstrate professional writing skills by writing advocacy letters to local legislators. 2. Establish collaborate relationships with other healthcare professionals by participating in professional organizations at: KYAND Legislative Day, Kentucky Diabetes Day at the Capitol, and advocacy training from KYAND Legislative Committee 3. Apply leadership skills by conducting face-to-face interviews with legislators in the Kentucky Capital

		4. Participate in public policy activities and research AND public policy issues
Cultural competence	4 hours	<ol style="list-style-type: none"> 1. Perform self-assessment tests on cross cultural competency, plot individual competence on cultural continuum 2. Review scenarios on health issues in different cultures with class and faculty 3. Choose a case study, perform the Nutrition Care Process and use standardized nutrition language 4. Plan interventions and establish goals 5. Develop menus for acceptability and affordability that accommodate cultural diversity and health needs of the specific case study 6. Use effective counseling skills to facilitate behavior change on a mock patient
Week One	8 hours X 3 days = 24 hours	<ol style="list-style-type: none"> 1. Anthropometrics lab 2. Master use of equipment for assessment, BodPod 3. Blood pressure lab 4. Cholesterol, glucose testing practice on each other 5. Enteral/parenteral calculations lab 6. Research activities lab 7. Counseling skills practice with simulation 8. Activity with Health of Rural Kentuckians 9. Presentations and collaborations with other healthcare professionals
Week Thirty-Two	8 hours X 3 days = 24 hours	<ol style="list-style-type: none"> 1. Develop One Great Tray for School Lunches based on special dietary needs of children K-12 2. Develop MyPlate examples for KY ethnic populations – Testing the recipes and developing food systems calendar 3. Present research at poster session 4. Present case study to peers 5. Mock PDP Preparation 6. Food Security Service Project 7. Career and job seeking – Choosing benefits packages activity 8. Event planning
Total	183 hours	
Subtract 3 University Holidays	-24 hours	
Total Dietetic Internship	1239 hours	

COORDINATED PROGRAM POLICIES FOR THE DIDACTIC PORTION

Academic Requirements

Students must complete the required didactic courses and professional responsibilities before entering the supervised practice component of the Coordinated Program. During the three semesters of the didactic component, the following academic requirements will be in place:

1. Students must maintain an average grade of B or higher in all major dietetics courses. If a student does not achieve a B average, options include:
 - a. Completion of additional assignments under the direction of the faculty member who teaches the course until the student achieves an 80% competency in the material.
 - b. Withdrawal from the program.
 - c. Retaking the course, this would result in delaying the supervised practice by one year.
2. The student's academic progress is to be reviewed each semester by the program director. If the program director has a concern about a student, the CP advisory faculty will meet to review the student's progress and make recommendations.

Service Learning Activities

During the junior year and continuing through the fall of the senior year, CP students will be required to participate in service learning activities related to dietetics. Students must use the Student Service Learning Log Sheet to document at least 100 hours in the food service, wellness, education, and nutrition care and/or leadership realm. These hours are to be equally divided among the four disciplines of Food Service Systems Management, Medical Nutrition Therapy, Community Nutrition, and Leadership. At the end of each semester, each student submits a Student Service Learning Log Sheet which outlines the activities and total hours, including a description of the experience. This information is included in each student's e-portfolio.

Examples of activities include: volunteering with a dietetic mentor, working at health fairs or God's Pantry, serving meals, etc. Paid work experience in the professional area can be substituted with permission from the CP director. The UK Student Dietetic and Nutrition Association also organizes many volunteer and service opportunities each semester.

Coordinated Program Meetings

CP meetings occur at least three times a semester to discuss issues related to the program and service learning activities and opportunities. These meetings also serve as an opportunity for students to receive information relating to skills they will need for the supervised practice portion of the CP. These meetings are scheduled around students' academic responsibilities and attendance is mandatory.

Coordinated Program Student Advising

CP students are required to meet with the program director at least once each semester to discuss progression requirements, grades, and service learning opportunities. This meeting also serves as academic advising and allows the advising hold to be lifted from the student's account. The meeting gives the CP student the opportunity to ask questions and discuss any concerns with the director in a one-on-one setting. CP students also have the opportunity to schedule an individual meeting with the director at any point in the program.

Evaluation of Student Progress

Periodic informal evaluation conferences will be held with faculty, supervised program staff, and program director. The purpose of these conferences is to assist the student in developing as a professional. The progress of each student toward meeting the goals of the program will be evaluated by the CP Committee or Director at approximately the midpoint of each semester and supervised practice rotation. If a student is having difficulty in the program, the committee and/or the program director will recommend appropriate action, which may include additional course work or additional supervised practice. The committee also may recommend that the student discontinue in the CP, either temporarily or permanently. All evaluations will be in compliance with FERPA.

Students are expected to maintain a minimum of a B grade in all professional courses and a 3.0 overall grade point average. Additionally, students must show competence in all areas of supervised practice as indicated by the competencies. The Program Director will provide the ACEND requirements along with rotation specific evaluation forms for the students.

E-Portfolios

A career portfolio is a purposeful collection of student work that exhibits the student's efforts, progress, and achievements. It is used to document experiences completed during the didactic portion of the program. It will be used later to highlight projects completed during the SPP and demonstrate accomplishments during job interviews.

Organization of the portfolio is based on the AND competencies for entry-level dietitians. Additional details about e-portfolio development will be provided to the student upon admission to the program and during the DHN 301 course. Completed e-portfolios will be submitted at the beginning of the spring semester of the senior year, prior to beginning the supervised practice program.

E-mail Account

Each CP student must have an established UK e-mail account. Email will be used for announcements and general communication on a regular basis.

G-mail Account

Each CP student must have an established g-mail account. Gmail will be used for e-portfolio access. All students are to link their e-portfolio to the DHN CP faculty and staff.

COORDINATED PROGRAM POLICIES FOR THE SUPERVISED PRACTICE COMPONENT

Attendance

The student is required to attend all classes, laboratory sessions and supervised experiences related to the program. If the student is unable to attend the assigned class or supervised experience due to illness or emergency, the student must notify the professor of the respective 500 level course and the preceptor. If the student cannot reach the professor or preceptor, then he/she must: Call the Coordinated Program Director (859-257-9209) or email the CP Director elmars2@uky.edu.

Each student is responsible for completing the assigned number of supervised practice hours and the associated supervised experiences. **Students do not have "personal days" or unexcused absences for supervised practice experiences.** Arrangements for making up missed hours must be made with the program director and preceptor and will be at the convenience of the institution/agency involved. The supervised practice portion of the CP has the sole purpose of educating students through application. Students are not to be used to replace employees or simply serve as free labor. It is important to note that there may be times when students are expected work beyond normal hours which is a way for students to develop a sense of professional responsibility, especially if the work relates to patient care.

Tardiness and absenteeism will result in disciplinary action by the coordinated program director and community faculty. The coordinated program director must be notified (after approval from the preceptor has been granted) of any scheduled absences **two weeks prior** to the time of the absence.

The CP follows the University calendar with exceptions related to the spring semester involving the supervised practice. CP seniors take a spring break that is different from the University calendar so that the second rotation is not divided by the spring break. Each student is assigned one week away from rotations, equivalent to time for spring break.

All supervised practice hours, related experiences, and assignments must be completed and evaluated by the last day on the UK academic calendar of the second summer session. Verification statements for program completion, which must accompany the registration eligibility application, will not be awarded by the CP director until all program requirements have been successfully completed.

Assignment Guidelines

Assignments for the DHN 500 series and DHN 518 courses in the CP will be written as directed in the guidelines for each course and published on-line via BB for the distance learning. Accepted procedures should be followed which include use of good grammar, correct spelling and proofreading. DHN 518, DHN 520/522, DHN 524/526, and DHN 528/530 all have Canvas sites for access to and submission of assignments. The DHN SPP End of Rotation Hard Copy Folder is to be used for submission of original and confidential documents per instructions on the respective Canvas site.

Grievance Policy

Students attending the University of Kentucky have rights, and sometimes the rights afforded to them are violated. If an incident occurs where a student believes their rights have been violated, they should first review the Senate Rules. For the exact Senate Rules covering student rights see: [see S.R. 6.1.0](#) (pdf).

If a student experiences an instance where they feel their rights have been violated, they are to first talk with the instructor or the chair of the department where the course is taught, and then contact the University of Kentucky Academic Ombud Services. The Academic Ombud services are available 8:00 am–5:00 pm, Monday—Friday in 109 Bradley Hall. Walk in visits are welcome at any time. Call-in and e-mail inquiries are encouraged too. Often speaking with the well-qualified and helpful Ombud Office staff can solve a problem, and an appointment with the Ombud is not even necessary. Complete information on interns' rights and responsibilities can be found on the UK website:

www.uky.edu/studentrightsandresponsibilities

A CP student may file a complaint regarding their preceptor, practicum site or course content with the coordinated program director. Once additional information is obtained from the student, the director will schedule a phone call or meeting with the student and preceptor. Minutes from the meeting and resolution action plan will be given to the student and preceptor with an additional copy retained in the student's file within the department. At any point in time, the student may file a grievance with the University using the protocol above.

In addition to student complaints, the CP values the relationships with the preceptors, their staff and the practicum sites recognizing that each site has their own policies and protocols. If a preceptor has a complaint about a student's performance or behavior they are encouraged to contact the program director immediately. Once additional information is obtained from the preceptor, the director will schedule a phone call or meeting with the student and preceptor. Minutes from the meeting and resolution action plan will be given to the student and preceptor with an additional copy retained in the student's file within the department. If the preceptor feels that their concern has not been resolved, they may choose to file a complaint with the department head or dean's office. Students are obligated to know and follow policies and protocols at their supervised practice placements.

The program director makes every attempt to effectively resolve conflicts to allow students to successfully complete the CP in the appropriate timeframe. All complaints are handled in a non-retaliatory and private manner between director, student, and preceptor. As always, students may bring their concerns to the department head without fear of retaliation.

ACEND will review complaints from students, faculty, and preceptors that relate to a program's compliance with accreditation standards in the interest of maintaining quality in dietetics education programs. However, ACEND will not interfere 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 personnel at 800/877-1600, ext. 5400. More information can be found at: www.eatright.org/ACEND. It is important to exhaust your resources through the chain of command at UK before filing a complaint with ACEND. Complaints should only be sent to ACEND after the programmatic and institutional options have been exhausted.

Completion of Supervised Practice and Issuance of CDR Verification Statement

Upon successful completion of the 137 credit hours, 1,239 supervised practice hours (see chart on pages 13-15), and all requirements for the CP Didactic and Supervised Practice Program, the BS in Dietetics, by virtue of the Senate rules at the University of Kentucky is awarded/conferred by the faculty of the University of Kentucky and approved by the Board of Trustees.

The CDR verification statement will be issued by the CP director with the official date that the degree was awarded/conferred. Following graduation from the CP, it is the responsibility of each student to respond to verification requests from CDR to document eligibility to sit for the registration exam.

Link to information about AND Verification Statements www.eatright.org

Licensure

Some states require RDs to be licensed before they can practice. In Kentucky, Licensure is required for practice. The credential is known as “Licensed Dietitian” (LD), which signifies to other health professionals and consumers that the individuals providing nutritional care meet the standards of the state in which they practice. Licensure must be renewed every year.

As previously stated the B.S. Dietetics degree Option B (Coordinated Program) is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Completion of the B.S. Dietetics degree Option B is the first step on the pathway to becoming a registered dietitian (RD). The pathway consists of completing the ACEND-approved Coordinated Program, obtaining a Verification Statement of program completion, and successfully completing the registration examination. Once someone is registered through CDR then they can apply for licensure in the state of Kentucky. The steps of this pathway must be completed in this order. Dietetic registration is recognized by many states as eligibility for licensure. For more information visit:

<http://bdn.ky.gov/Pages/default.aspx>.

University of Kentucky
Department of Dietetics and Human Nutrition
Coordinated Program
Supervised Practice Emergency Policy

As a coordinated program student in a supervised practice rotation, you are expected to convey professionalism when completing your duties. With this stated, please understand that accidents can still occur at your worksite, and it is important for you to know ahead of time what to do if an accident takes place.

IF THE ACCIDENT OR INJURY IS LIFE THREATENING:

1. **REPORT THE ACCIDENT/INJURY TO YOUR NEAREST SITE SUPERVISOR AND SEEK EMERGENCY MEDICAL ATTENTION IMMEDIATELY**
2. As soon as possible, contact a representative from your insurance company and explain the accident/injury.
3. Contact the DHN Dietetic Internship and Coordinated Program directors.
4. Follow preceptor site rules/regulations on filing a report regarding the accident.

IF THE ACCIDENT OR INJURY IS NOT LIFE THREATENING:

1. Report the accident/ injury to your nearest site supervisor.
2. Warn employees around you if hazards are in the area (i.e. broken glass).
3. Contact your insurance company for authorization to seek medical attention if emergency room services are necessary.
4. Proceed to medical services if deemed necessary.
5. Contact the DHN Dietetic Internship and Coordinated Program directors.
6. Follow community-based faculty/preceptor site rules/regulations on filing a report regarding the accident.

CP Student: Sign and Return to UK DHN SPP Directors

I have read and fully understand the above DHN Coordinated Program Supervised Practice Program Emergency Policy.

Student Signature

Date

ServSafe® Certificate

Each student must submit a copy of the National Restaurant Association, NRA, ServSafe® Certification.

Identification

Each student is responsible for following the rules and regulations regarding identification at the respective site placements during the supervised practice.

DHN 518

DHN 518 Evaluation of Dietetics Practice is a distance learning course in which students enroll on the University of Kentucky Blackboard website. Students register for DHN 518 in the spring semester of their senior year, and continue this didactic course throughout their supervised practice. The final grade for this course is received at the end of the second summer session.

Professionalism

Students are expected to present themselves in a professional manner at all times regarding behavior and appearance. Dress code will be established by each facility. However, the student is responsible for maintaining good personal hygiene and an attractive professional appearance, which includes dresses, skirts, slacks/pants, blouses or shirts. Denim, shorts, revealing attire, etc. are not permitted. Shoes should be flat or low heeled (most clinical and food service facilities restrict the wearing of open-toed shoes, e.g. sandals). The student nametag must be worn; some facilities also require additional identification. Lab coats, if worn, must be clean.

Transportation

The student is responsible for his/her own transportation and parking. The University and/or supervised practice facility cannot be held liable for injuries or death that occur in travel to or from supervised practice facilities and/or university campus. Students shall be responsible for personal insurance coverage as required by state statutes.

Student Employment

CP students may not hold jobs during the Spring and Summer semesters of senior year since classes and supervised practice experiences (which may be located outside of Lexington) are scheduled for at least 40 hrs/wk (5 days, 8 hrs/day). Actual hours may vary on a weekly basis and experiences could include weekend scheduling.

Physical Tests and Insurance

The student shall carry professional liability insurance and evidence of such coverage shall be kept on file in the DHN office. Student liability insurance may be obtained through the University for approximately \$20.00 per year. Any accident that occurs which might involve legal liability on the part of the student should be filed in the respective student and program files in the DHN office within five (5) days after the occurrence of the accident and with the University's insurance office. Students are required to show evidence of medical care insurance. If a family or personal policy does not cover the student, the University has an insurance package available for students.

Interns are required to show evidence of medical insurance. If the intern is not covered by a family or personal policy, the University health insurance that can be purchased by interns.

The student must have all of their immunizations up to date, on file in the DHN office and provide a copy of their records to all rotation sites. Additionally, students must have an annual Tuberculosis skin test and a Hepatitis B vaccination series completed before supervised practice begins as well as any additional tests that may be required by the clinical sites. Skin tests will be given free of charge for students who have paid for Student Health Services. A small fee will be charged for those who have not paid the Student Health fee, or the test may be obtained from a personal physician.

A background check must be completed by their home state. The results must be submitted to the Department of Dietetics and Human Nutrition, 203 Funkhouser Bldg, Lexington, Kentucky, 40506 before being allowed to begin the UK DHN SPP.

Drug testing and/or an extensive criminal background check may be required by certain sites. Contact preceptors well in advance of the start date in order to confirm if additional tests are necessary. These tests may carry additional costs to the student, but are usually paid for by the site.

Withdrawal

A student may withdraw at any time from the program. Withdrawal is immediate and permanent. The following steps apply:

1. The student formally communicates to the Director his or her withdrawal and the reason.
2. After the Director meets with the student, the student and Director sign and date the letter of withdrawal, which is filed in the CP records.
3. The student then follows the official UK withdrawal procedures that can be found at: <http://www.uky.edu/registrar/withdrawal>. See policy on refund of tuition/financial aid at: <http://www.uky.edu/studentaccount/refund.htm>

Termination Policy

Dismissal from the UK DHN CP may occur under any of the following conditions:

- A. If the student receives any "Needs Improvement" rating after probationary period; if the student's performance in a rotation is found to be "unsatisfactory" in combination of unit experiences and projects; if the student receives an unsatisfactory rating on any assignment or rotation after repeating a failed attempt.
- B. Student fails to attend meeting sessions if required by the Coordinated Program Director or the student fails to correct an identified inappropriate behavior after two meetings.
- C. Unprofessional behavior as outlined in the A.N.D. Code or Ethics of Standards of Professional Performance. <http://www.eatright.org/Members/content.aspx?id=6442452672>
- D. Violation of Automatic Termination Policies as indicated in the UK Rights and Responsibilities Code Standards of Conduct. <http://www.uky.edu/StudentAffairs/Code/>
- E. Student fails to fulfill requirements outlined in the UK DHN CP Student Contract.
If a CP student is terminated from the UK DHN CP or requires a leave of absence, she or he will no longer be eligible to continue to receive financial aid, if applicable. See policy on refund of tuition/financial aid. <http://www.uky.edu/studentaccount/refund.htm>

AREA HEALTH EDUCATION CENTER

The University of Kentucky Area Health Education (AHEC) Program is a collaborative effort with the University of Kentucky, the University of Louisville Health Sciences Center, and eight regional centers to affect positively the distribution of health professionals throughout the Commonwealth.

Some of the goals of the center are to provide students with opportunities to learn about and explore the cultural and recreational diversity of Kentucky, and to provide experiences for students which help them learn about professional opportunities available in rural areas of Kentucky.

The AHEC office provides financial support to students who complete rotations in outlying areas of Kentucky in order to limit financial hardships as result of spending time away from the main University of Kentucky campus. They provide students with \$80 per week for housing expenses and reimburse mileage in the sum of 0.55 cents per mile for one round trip per month between Lexington and their AHEC Site. Be sure to inform the Coordinated Program Director if you are interested in participating in this program.

STUDENT PARTICIPATION IN PROFESSIONAL ASSOCIATIONS

Academy of Nutrition and Dietetics

www.eatright.org

Students in the CP are eligible for Student Membership in The Academy. Students are required to become members as soon as they are accepted into the program.

Kentucky Academy of Nutrition and Dietetics and Bluegrass Academy of Nutrition and Dietetics

<http://www.bluegrasseatright.org>

Membership in the AND automatically provides state membership. Students are requested to designate Kentucky as the state affiliate while in the DHN CP. The annual meeting of the Kentucky Academy of Nutrition and Dietetics (KAND) meets in the spring, rotating meetings within the four districts in the Commonwealth. **CP students are required to attend this meeting while in the supervised practice component of the program.**

The Bluegrass Academy of Nutrition and Dietetics (BGAND) meets approximately 9 times per year, (second Tuesday of each month, September through May) in Lexington.

Students are required to attend a minimum of 2 professional meetings per year and submit meeting summaries. Registration fees for meetings, seminars or workshops are the responsibility of the student.

Student Dietetic and Nutrition Association at the University of Kentucky (UKSDNA)

Students are to become active members of UKSDNA upon entrance into the CP and continue membership throughout the remaining semesters of school.

SCHEDULE OF FEES

FEES 2015/2016	In-State Tuition	Out of State Tuition
Tuition per semester X 4 semesters	\$5,546	\$12,216
First Summer Session per credit hour x 3 credits	\$449	\$1,005
Second Summer Session per credit hour x 6 credits	\$449	\$1,005
Course Fees	\$432	
Textbooks*	New \$2,060 Used \$1,565	
Housing in the Lexington Area**		
Single	\$600- \$700/month	
Shared	\$350- \$500/month	
Board	\$250.00/ month	
Liability Insurance through UK	\$20.00	
Medical Exams and Immunizations	Free for students who have paid Student Health Services fee.	
Background Check	\$50	
Laboratory Coat	\$40	
Student Membership in the Academy of Nutrition and Dietetics***	\$50	
Bluegrass Academy of Nutrition and Dietetics	\$11.50	
Spring Kentucky Academy of Nutrition and Dietetics Meeting	\$150-300	
RD Exam Review Course	\$150	

*Textbook prices are approximations using the UK Bookstore prices from 2013. This is for all textbooks beginning fall year 3 of the suggested 4 year plan.

** Room, board and living expenses may vary. Housing in specific areas will be funded by Kentucky Area Health Education Centers (AHEC). A.H.E.C. off-site rotation stipends will be \$80.00 per week for rent subsidy. Transportation reimbursement (mileage only) will vary. One round trip per month between Lexington and the AHEC Site is provided with mileage reimbursement at 0.55 cents per mile. Students are responsible for their own mode of transportation.

*** Membership in the Academy of Nutrition and Dietetics and the Kentucky Academy of Nutrition and Dietetics is required. Students must hold membership in a regional affiliate (BGAND) as well.

Link to UK tuition, fees, policies

<http://www.uky.edu/Registrar/feesgen.htm>

UK DHN Coordinated Program

Student Completion of Required Reading and Review of Information

I have read and reviewed all of the information included in the Department of Dietetics and Human Nutrition Coordinated Program Handbook. I understand that if I have questions I should ask the Coordinated Program Director for clarification or additional information.

Student Signature

Date

A completed form is to be placed in student's file in DHN main office.