

DIETETIC PROGRAMS

STUDENT HANDBOOK

**Community College of Allegheny County
Allegheny Campus
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Pittsburgh PA 15212**

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Dietetic Program Mission and Philosophy

The mission of the Dietetic Program is to provide students with the knowledge, attitudes, and skills needed to function as competent entry-level Dietetic Technicians and Certified Dietary Managers. In an effort to effectively accomplish this mission, the Dietetic Program has adopted the following philosophy.

- Education is a process of continued self-development, enhancing and preserving individual dignity, self-concept, and technical competencies.
- Students should be trained in a manner that is consistent with the philosophy, policies, and practices of the Academy of Nutrition and Dietetics (AND) and the Association of Nutrition and Foodservice Professionals (ANFP). The Dietetic Program subscribes to the Professional Code of Ethics of the Academy of Nutrition and Dietetics (See Appendix A) and Code of Ethics of the ANFP. (Appendix B).
- Dietetics is an applied science and requires classroom/didactic learning, as well as, professionally precepted field experience.
- The educational process is enhanced by involvement of non-faculty dietetic professionals and professionals from related disciplines.
- The Dietetic Program has a responsibility to provide the community with competent entry-level Dietetic Technicians and Certified Dietary Managers.

Dietetic Technician-Program Goals:

- Prepare graduates with the knowledge and skills needed to pass the registration exam and become competent entry-level dietetic technicians.
- Prepare graduates to secure employment in dietetics or related field.

Dietetic Technician-Student Learning Outcomes

Upon successful completion of the Dietetic Technician Program the graduate will:

- Apply the principles of problem solving and critical thinking in the practice of dietetics.
- Apply basic scientific and mathematical concepts related to the practice of dietetics.
- Employ written and oral communication skills appropriate for the practice of dietetics.
- Recognize the socio-historical background of diverse populations and provide the appropriate nutrition intervention.
- Utilize current technologies in the practice of dietetics.

Nutrition and Foodservice Professional Training Program-Program Goals:

- Provide a curriculum of sequential course work that gradually and consistently builds student knowledge in dietetics and coordinates classroom learning with appropriate classroom experience.
- Prepare students with the skills to sit the certification examination for Certified Dietary Managers and employment in the profession.
- Establish and maintain a symbiotic relationship with dietetic professionals and healthcare institutions in the community.

Nutrition and Foodservice Professional Training Program-Student Learning Outcomes

Upon successful completion of the Nutrition and Foodservice Professional Training Program the graduate will:

- Employ written and oral communication skills in order to convey clear and organized information to employees.
- Use digital technologies to complete management functions such as communication, purchasing and employee payroll.
- Identify problems, explore solutions and prioritize/ revise solutions in food service management.
- Recognize the socio-historical background of diverse patient and employee populations.
- Quantify resources and monitor expenditures to comply with available budgets.

Program Status

The Dietetic Technician Program is accredited by the Academy of Nutrition and Dietetics. Information on the status of the program or complaints about the program can be addressed to the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND exists to serve the public by establishing and enforcing Eligibility Requirements and Accreditation Standards that ensure the quality and continued improvement of nutrition/dietetics education programs. Programs meeting those standards are accredited by ACEND. Questions regarding the Dietetic Technician program at the college can be directed to ACEND, 120 South Riverside Plaza, Ste. 2000, Chicago, IL 60606, 312-899-0040 ext. 5400 or www.eatright.org/ACEND.

The Nutrition and Foodservice Professional Training Program is currently accredited by the Association of Nutrition and Foodservice Professionals. Questions regarding the Nutrition and Foodservice Professional Training Program can be directed to the Association of Nutrition and Foodservice Professionals, 406 Surry Woods Dr., St. Charles, IL 60174-2386, www.ANFPonline.org

In the event that students are enrolled on a part-time basis, they should keep in contact with program faculty for any changes in course curriculum or accreditation requirements that may affect graduation.

Students Grievances: This process outlines that students are to follow the “chain of command” when they have a grievance related to the Dietetic Program. Students should first discuss their grievance with the appropriate course instructor. Most grievances should be resolved at this level. However, if the student cannot resolve the grievance with the course instructor, the student should meet with the Dietetic Program Director. If the grievance is still not resolved, the student should meet with the following college representative (in the order given here): Chairperson of Allied Health Department, Dean of Life and Natural Science, Dean of Students.

Students should note there are specific procedural steps for voicing complaints as documented in the CCAC Student Handbook. These must be followed BEFORE contacting ACEND with their concerns. See the Appendix.

Program Policies

The Dietetic Program adheres to the policies of the Community College of Allegheny County as described in the “Student Handbook” and the policies of the Allied Health Department as described in the Student Handbook. Additional policies are as follows:

Admission to Dietetic Program:

- Apply to college.
- Complete separate application to the dietetic program.
- Admission to the program is limited by the availability of clinical sites.
- Students are accepted throughout the year based on meeting eligibility requirements and the date of application.
- Applicants need to complete developmental level course work as determined by College Placement testing. Applicants with documentation of previous college work and a GPA of 2.0 or better are exempt from placement testing. Students requesting admission to the CCAC Dietetic Technician Program must have successfully completed the Nutrition and Foodservice Professional Training program with a GPA of 2.5.
- Progression to the dietetic technician program from the Nutrition and Foodservice Professional Training program is not automatic and is based on: academic standing, number of available dietetic technician slots, and physical and mental ability to meet practicum requirements. (See page 24).
- Credit is not given for work or life experiences, however, students may request Credit by Exam for the following courses: DIT104 Foods, DIT105L Foods Lab, DIT110 Production and Purchasing, DIT125 Food Protection Certification, and DIT 212 Foodservice Systems.
- Applicants must own laptop or desktop computer that meets Blackboard requirements.

Attendance: Learning experiences in the Dietetic Program proceed from the simple to the complex. Regular and punctual attendance is essential. Tardiness interferes with the educational process of others. Students are expected to attend all classes or to notify the instructor prior to the start of class that the student will be absent. Class assignments are the responsibility of the student even if absent.

- In lecture courses, attendance could influence borderline grades.
- In laboratory course, attendance will influence a student’s final grade.
- Student attendance through weekly login to Blackboard will be monitored by faculty.

In practicum courses, all absences must be made up at a time convenient for the practicum supervisor. The Dietetic Program observes only those vacations and holidays that are identified in the official College calendar. Students who observe additional religious or cultural holidays must notify the instructor of the intended absence from class at least one week in advance and must make up all work missed. Personal vacations are not considered a legitimate reason for absence from class.

Exams: All exams will be announced. Quizzes and in-class evaluations are given at the instructor’s discretion. Make-up exams will be given at the discretion of the instructor. The instructor’s make-up policy will be identified in the course syllabus.

Grades: The letter grade is assigned according to the Allied Health Department policy, which is as follows:

- A - 100 – 93
- B - 92 - 85
- C - 84 - 75
- D - 74 - 65
- F - 64 and below

Since Allied Health programs involve the care and welfare of patients, the grade of “C” is the minimal level of competency accepted. Students will be permitted to repeat only one dietetic (DIT) course. Students who receive more than one “D” or “F” grade in DIT course will be dismissed from the Dietetics Program.

Personal Professional Portfolio: All students are expected to develop and maintain a personal professional portfolio. This process begins in DIT 102 Dietetic Orientation and continues throughout the program. A completed portfolio is required for graduation from both the Dietetic Technician Program and the Nutrition and Foodservice Professional Training Program.

Disciplinary Procedures: Students who present disciplinary problems will be asked to meet with the course instructor. Documentation of the meeting will be placed in the student’s file. If the problem cannot be resolved between the course instructor and the student, the Dietetic Program Director will become involved. If the Dietetic Program Director is unable to resolve the problem, the Office of the Dean of Students will be contacted and procedures identified in the Student Handbook will be followed.

Withdrawal: Policies and processes for withdrawal from classes/securing refunds are available in the CCAC Student Handbook.

Termination: The following constitute grounds for dismissal from the Dietetic Program:

- Grades of “D” or “F” in one or more dietetics (DIT) courses.
- Grade of “D” or “F” in any practicum course.
- Unprofessional conduct during practicum.

Access to personal files: The Dietetic Program maintains a file for each current student and graduate. Students may review their personal file upon request to the Dietetic Program Director. The Dietetic Program adheres to the Family Educational Rights and Privacy Act of 1974 as described in the current edition of the College Catalogue.

Statement of Equal Opportunity: In implementing its equal employment opportunity policy regarding nondiscrimination, it is the policy of the Community College of Allegheny County not to discriminate in its programs of education, employment, purchasing of goods and services, and all other activities. The College does not discriminate on the basis of sex, age, race, color, religion, sexual orientation, national origin, handicap/disability, or veteran status. Any complaints of discrimination should be directed to:

Equal Employment Opportunities Officer
Community College of Allegheny County
800 Allegheny Avenue
Pittsburgh, PA 15233
(412) 323-2323

Program Completion: Students need to complete the Dietetic Technician associate degree in no more than three (3) years. Nutrition and Foodservice Professional Training Program Students need to complete the Nutrition and Foodservice Professional Training Certificate Program in no more than 2 years. A student's inability to meet these completion dates will require the student to re-apply to the program. Consideration for re-admission will be given on space available and academic record. Credits completed with a C grade or better can be utilized to meet program requirements upon re-admission.

Graduation

Students need to make application for the graduation process well in advance of the graduation date. Information on this process can be found on the college website and as an appendix in the Dietetic Program Manual.

It is the responsibility of all graduating students to contact the program director ***no later than the 4th week of the graduating semester*** to have your academic records verified. It is vital to note you may be excluded from graduation if this procedure is not followed.

Application for Registration Exam and Verification Statements

Students eligible to apply for the Commission on Dietetic Registration (CDR) exam will receive from the program director a Registration Eligibility packet. Contents of the packet must be read and completed prior to graduation. Verification of CCAC graduation is confirmed by the CCAC registrar, which enables the program director to submit graduates eligibility to take the registration exam to CDR. A verification statement completed by the program director is submitted to CDR. A copy is placed in the students' folder and three copies are sent to the student. Students are advised to keep these copies of the verification statement for use in the future.

Within three to four weeks after receiving the graduation information and verification statements from the program director, students will be notified of the testing details.

Internet Delivery:

Several courses in the Dietetic Curriculum are being offered via the Internet. Course description, course content, objectives and expected out comes remain unchanged in the Internet delivery course. Students in the Nutrition and Foodservice Professional Training Program may choose to complete the entire certificate program online. It is expected all distance students taking online courses will own a laptop/desktop computer that meets the minimum technical requirements to support Blackboard. Arrangements for the practical experience must be coordinated and approved by the Director of the Program. All students enrolled in an Internet course need to review Online Learning link at www.ccac.edu

Required Coursework

Students enrolled in the Dietetic Technician Program who seek to receive an Associate in Science degree must satisfactorily complete the following courses:

Total Credits: 72

ALH	140	Medical Terminology
BIO	103	Human Biology
DIT	125	Food Protection Certification
CHM	120	Bio-Organic Chemistry*
CIT	100	Introduction to Computers
DIT	102	Dietetic/Food Service Orientation
DIT	103	Nutrition Assessment
DIT	104	Foods
DIT	105	Foods Lab
DIT	106	Fundamentals of Nutrition
DIT	110	Food Service Production and Purchasing
DIT	201	Dietetic Supervised Practice 1
DIT	113	Dietetic Practice Seminar

DIT	114	Medical Nutrition Therapy
DIT	208	Community Nutrition
DIT	209	Dietetic Supervised Practice 2
DIT	210	Human Resource Management for Dietetics
DIT	212	Food Service Systems
DIT	214	Dietetics Seminar
ENG	101	English Composition 1
ENG	102	English Composition 2
MAT	108	Intermediate Algebra*
PSY	101	Introduction to Psychology
SPH	101	Oral Communication

***These courses must be completed prior to enrolling in DIT 209**

Students enrolled in the Nutrition and Foodservice Professional Training Program who seek to receive a Dietary Manager Certificate must satisfactorily complete the following courses:

Total Credits: 34

ALH	140	Medical Terminology
DIT	125	Food Protection Certification
DIT	102	Food Service Dietetic Orientation
DIT	103	Nutrition Assessment
DIT	104	Foods
DIT	105	Foods Lab
DIT	106	Fundamentals of Nutrition
DIT	110	Food Service Production and Purchasing
DIT	112	Dietetic Supervised Practice 1
DIT	113	Dietetic Practice Seminar
DIT	114	Medical Nutrition Therapy
DIT	210	Human Resource Management

Following is a description of Dietetics Courses (DIT) required by the Dietetics Program:

DIT 102 Dietetic/Food Service Orientation (3 Credits):

An introductory course that provides the student with an overview of both the food service and clinical aspects of the professional role of the Dietetic Technician and the Certified Dietary Manager in a variety of settings along with professional ethics and standards. Field visits and guest speakers enhance content.

DIT 103 Nutrition Assessment (2 Credits):

This course introduces the student to the application of the basic principles of normal nutrition. Students will learn how to collect data and interpret data to be used by a DTR or made available to an RD for interpretation. This course includes practice in completing a diet history, calculation of nutrient composition of the diet, using a computer program and skin fold measurements.

DIT 104 Foods (3 Credits):

This course emphasizes the scientific and consumer aspects of food. A working knowledge of principles of food preparation is combined with menu planning, recipe analysis, and costing. Students are introduced to quantity food preparation and commercial food service equipment.

DIT 105 Foods Lab (1 Credit):

This is the study of and application of the basic principles of food preparation which includes the study of soups and sauces, start foods, meats and poultry, fish, shellfish, eggs and desserts. The course culminates in a final luncheon project planned and prepared by the class. In addition, proper use and care of equipment, sanitation and safe work habits is included. Five (5) Saturday sessions are held at the Allegheny Campus Foods lab to meet the requirement. Students residing outside the local geographic area are required to complete 30 hours of laboratory time at a site approved by the director of the Dietetic Program.

DIT 106 Fundamentals of Nutrition (3 Credits):

This is an introductory course which focuses on the major nutrients including carbohydrates, fats, protein, vitamins, minerals, and water, the metabolic processes they undergo, and nutrition requirements of the average healthy individual during all phases of the life cycle. Throughout the course, practical application of information is emphasized. Special topics addressed include: Weight control, eating disorders, and sports nutrition. This course is open to Non-Dietetics majors

DIT 110 Food Service Production and Purchasing (3 Credits):

This course studies the tools of management as they relate to food service. Topics include safety, sanitation, master menu development, recipe standardization, food and menu cost analysis, facilities, planning, design and equipment selection for a food service department.

DIT 125 Food Protection Certification (2 Credits):

This course meets the requirement mandated by the Pennsylvania Food Employee Certification Act. Topics included are the types and characteristics of pathogenic bacteria, most common types of food borne illnesses, Hazard Analysis Critical Control Point (HACCP) system and proper procedures for receiving, storing, preparing and handling foods. This course emphasizes practical application of safe food handling techniques to protect the public health. Students are eligible to sit for a nationally recognized certification exam. This examination is a component of this course.

DIT 201 Dietetic Supervised Practice 1 (5 Credits):

This course provides an orientation to the practice of dietetics in a health care facility under the supervision of a registered dietitian. For the Nutrition and Foodservice Training Professional Program, at least 25 of the required 50 nutrition-related field experience hours are directly supervised by a registered dietitian and the registered dietitian also coordinates the remaining required practicum hours. The principles of nutrition care and food service operation are observed and practiced. Students enrolled in the Nutrition and Foodservice Professional Training Program and the Dietetics Technician Program are placed for 120 hours each in an acute care hospital and a long-term care facility for a total of 240 hours. Learning activities and assignments are outlined in the Dietetic Program Practicum 1 Manual. Supervision is provided by the on-site staff and a clinical coordinator from the college. Nutrition and Foodservice Professional Program Students residing outside the local geographical area are required to be working part-time in a health care facility or make arrangements with a local health care facility to sponsor them in the practical experience. Prior arrangements with the practicum facility by the Director of the Dietetic Program are required. The process is outlined in the Practicum Manual. The approval process for the practical experience needs to be initiated at the beginning of the second semester of the program. Students are not permitted to be paid by the facility while completing the practical component of the program.

DIT 113 Dietetic Practice Seminar (2 Credits):

Provided concurrently with Dietetic Supervised Practice 1, this course presents a review of the material presented in DIT 106, 104, 110 and 114. In addition to providing didactic support for the Practicum it enables students to share and gain by their individual experiences. Students enrolled in the Practicum meet with the clinical coordinator to review assignments and prepare for the activities in the facility. Students enrolled in DIT 113 Practicum seminar at a distant geographical location will communicate with the clinical coordinator via the Internet. Assignments will be submitted via the digital drop box for this course. Chat, discussion board and email will be used to communicate. Review materials will be posted on the site.

DIT 114 Medical Nutrition Therapy (4 Credits):

This course introduces the students to the concept of modifying the general diet to meet various medical conditions. Principles of patient interviewing, analysis of the patient's nutritional needs, and the interpretation of food restrictions in menu planning and food shopping are presented. The physical, psychological, and social needs of the patient are presented with emphasis on its nutritional consequences. This course includes the study of the nutritional care of the patient with upper and lower gastrointestinal disorders, weight management, diabetes and related endocrine disorders, coronary heart disease, atherosclerosis, enteral feeding, TPN, liver disorders, renal diseases, cancer, AIDS/HIV and feeding disabilities.

DIT 208 Community Nutrition (4 Credits):

This course applies the principles of nutrition presented in introduction to Nutrition and Medical Nutrition Therapy to the community setting. The nutrition requirements of individuals in various segments of the life cycle are presented. Community programs that help meet the nutritional requirements of individuals throughout the life cycle are highlighted. Patient education techniques are presented.

DIT 209 Dietetic Supervised Practice 2 (4 Credits):

This course is planned to give each student the opportunity to apply principles discussed in DIT 114- Medical Nutrition Therapy in a community nutrition setting. It is expected that students will learn how community nutrition is similar to and different from clinical nutrition. Each student will be expected to complete projects suggested by the practicum supervisor. The projects should be those that fulfill a need of the practicum.

Acceptable Sites for Community Nutrition Practicum

- Community Food Bank
- Cooperative Extension
- WIC
- Senior Center
- Head Start
- Health Clubs/YMCA
- Community Center
- Campus Health Service
- Non-Profit Community Organization
- Student designed affiliation with Program Director approval
- School District

DIT 210 Human Resource Management Dietetics (3 Credits):

This course provides an overview of the organization and management of food service in the health care industry. Topics include the management of food production personnel, selection process, orientation and training of new and established employees, job analysis procedures, employee evaluation procedures, and the principles of work simplification.

DIT 212 Food Service Systems (3 Credits):

This course provides information on the food management practices in the hospitality and health care industry. It deals with the various food service systems, styles of food service, and principles of kitchen design, menu merchandising, environmental and waste management systems and management of information systems.

DIT 214 Dietetics Seminar (1 Credits):

This course gives students the opportunity to discuss how information in the current professional and lay literature can be applied to dietetic practice. Students are expected to develop critical thinking and leadership skills.

Course Enrichment

Independent Site Visits: Several Dietetic courses include site visits in an effort to help students understand how academic information is put into practice. Site visits will be assigned at the beginning of the semester and students are required to complete each visit prior to the semester conclusion. Students are responsible for their own transportation to and from site visits. In the event that an instructor is coordinating a mandatory site visit, the student will be given advance warning prior to the start of the semester.

Welcome to the Real World: A variety of professionals present their experiences to broaden student exposure to current practices and trends.

Practicum Courses: Nutrition and Foodservice Professional Training Program Students must complete one (1) supervised practice to complete the requirement of the Association of Nutrition and Foodservice Professionals. Dietetic Supervised Practice 1 DIT113 and DIT 201. Dietetic Technician students must complete two (2) supervised practice courses to meet the requirements of the Accreditation Council of Education in Nutrition and Dietetics. The practicums are only offered at the following times unless by approval of the Program Director. DIT 201/113 – First Summer Session – (6 weeks, 40 hours per week); DIT 209 – Spring Semester – (2 days per week/for a total of 16 hours per week).

Practicum Courses: Student Responsibilities

Students should realize that practicum supervisors volunteer to work with students and are not compensated by CCAC. Students are guests of the practicum sites and should do everything possible to make their time at the sites productive and pleasant for everyone involved. Students who fit in well at their practicum sites do a great deal to promote a good relationship between the CCAC Dietetic Program and Dietary Departments at health care facilities throughout Allegheny County. Specifically, each student is expected to:

Through the CastleBranch Program, students must complete the CCAC Health Program Medical Examination and clearances prior to being assigned to a clinical site.

Consider the practicum course as important as a paying job. Students who are not willing to take practicum seriously should not be enrolled in the Dietetic Program.

Arrive at practicum site at the time established by supervisor and inform supervisor when leaving for the day.

Be present at practicum site for each day of practicum experience. If students must be absent, the student should telephone both the practicum supervisor and the course instructor.

Follow the Code of Ethics of the Academy of Nutrition and Dietetics and Association of Nutrition and Foodservice Professionals.

Follow all rules and regulations of the practicum site.

Show initiative and responsibility in carrying out assigned tasks.

Show flexibility in working within the constraints of the practicum site.

Recognize the limitations of a student's knowledge and experience and not attempt to accomplish tasks that a student is unprepared to properly complete.

Discuss problems with the practicum supervisor and course instructor as soon as they develop.

Accept constructive criticism from the practicum supervisor and course instructor.

Give a professional appearance. Students should demonstrate proper hygiene, be sure their uniforms are clean and well cared for and use a minimum of make-up, cologne and jewelry. Hairstyle should be acceptable to the practicum site. Students with tattoos and body piercings may be required to cover tattoos and remove nose/facial rings. Artificial nails are not permitted, natural nails must be short and well groomed.

The responsibilities of the student during the practicum experiences are outlined in the Practicum Manual, which accompanies each practicum course. Students may request to review these manuals at any time.

DIT 201-Dietetic Supervised Practice 1 is offered during the 6-week summer session. Note that DIT 113-Dietetic Practice Seminar must be taken concurrently. The practicum and seminar require the student to be available 5 days a week for the 6-week session.

Students enrolled in the Nutrition and Foodservice Professional Training Program who wish to submit a waiver for management experience (*see Waiver form on Page 33 for criteria.*) are required to complete 60 hours of clinical experience and 100 hours of management.

Students having completed the Nutrition and Foodservice Professional Training Program curriculum with a waiver for management experience; and wish to complete the Dietetic Technician associate degree, must complete additional practicum hours.

It is advised that this decision be made prior to completing the practical experience.

DIT201 – continued

If, however, a student made the decision after completing the Nutrition and Foodservice Professional Training Program and wishes to complete the Dietetic Technician practical requirements, additional practicum hours will be required. This will require consultation with the Program Director.

DIT 209 – Dietetic Supervised Practice 2 (2 days per week) is offered during the Spring Semester.

In order to register for a practicum course a student must:

- * Satisfactorily complete all prerequisite courses.
- * Maintain a 2.50 cumulative QPA.
- * Maintain a “C” or better in all program courses.
- * Submit an Allied Health Department Health Form completed and signed by a physician. A completed health form is valid for one year.
- * Submit a Child Abuse clearance and Criminal Check via CastleBranch Program.
(See Page 25 for more information.)

Liability related to practicum experiences:

- * Students are covered by college group policy for malpractice.
- * Students who are injured while at their practicum site are to immediately report the accident or illness to their practicum supervisor and are to follow the policy of the practicum site regarding emergency services.
- * Students who are injured while traveling to or from their practicum site are responsible for any expenses incurred.

Student Opportunities for Extra-Curricular Activities

Professional memberships: Students are given the opportunity to become student members of the Pittsburgh Academy of Nutrition & Dietetics, The Academy of Nutrition and Dietetics and the Association of Nutrition and Foodservice Professionals. At the beginning of the Fall term, the Program Director will explain the benefits and costs of memberships in these organizations.

Expenses

The Dietetic Program seeks to provide a low cost, high quality education. This is consistent with the mission of the college. Costs incurred in the Dietetic Program include the following:

- | | |
|-------------------|----------------------------------|
| Tuition and Fees: | Current tuition and fee schedule |
| Other: | Textbooks |

Expenses (continued)

Physician exam and immunizations prior to beginning DIT 201 – Dietetic Practice 1 (Allied Health Program Examination Form). Refer to page 26.

CastleBranch Program fee for Criminal Check and Child Abuse Clearance. FBI check and finger printing. Drug testing.

Uniform or lab coat, leather, closed toe shoes and name tag for practicum.

Students at a distance enrolled in DIT 125-Food Protection Certification, will need to locate a proctor for the Serve-Safe exam. The proctor must be Serve-Safe Certified and may charge a fee.

Transportation to and from practicum site

Transportation to and from site visits.

Graduation

To qualify for graduation, Dietetic Technician and Nutrition and Foodservice Professional Training Program Students must:

Complete all courses required in the Dietetic curriculum

- ❖ Complete and submit Personal Portfolio
- ❖ Maintain an overall QPA of 2.5 or better for Dietetic Technician program
- ❖ Maintain an overall QPA of 2.0 or better for Nutrition and Foodservice Professional Training Program
- ❖ Complete and submit “Application for Graduation” by graduation deadline
- ❖ Submit Graduation Fee

In addition, Dietetic Technician students must also:

- ❖ Complete Student Exit Packet
 - ✓ Name/Address Verification form
 - ✓ Name/Address change Form for Registration
 - ✓ Study Guide for Registration Examination purchasing information.
 - ✓ DTRE Misuse form

Students who graduate from the Dietetic Technician Program receive an Associate in Science degree and become eligible to take the Credentialing Exam for Dietetic Technicians offered by the Academy of Nutrition and Dietetics. After verification of graduation by the registrars’ office, the Program Director provides each graduate with four (4) copies of the verification statement. A copy of the verification statement is placed in each graduates file.

In addition, students are eligible to take the Certification Exam for Nutrition and Foodservice Professional Training Program offered by the Association of Nutrition and Foodservice Professionals, as well as apply for ANFP professional membership.

CORE KNOWLEDGE & COMPETENCIES FOR THE DTR

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

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

CDT 1.1: Access data, references, patient education materials, consumer and other information from credible sources

CDT 1.2: Evaluate consumer information to determine if it is consistent with accepted scientific evidence

CDT 1.3: Collect performance improvement, financial productivity or outcomes data and compare it to established criteria

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

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

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

KDT 2.3: The curriculum must include opportunities to understand governance applicable to the technical level of practice such as the Scope of Dietetics Practice and the Code of Ethics for the profession of Dietetics.

CDT 2.1: Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics

CDT 2.2: Use clear and effective oral and written communication

CDT 2.3: Prepare and deliver sound food and nutrition presentations to a target audience

CDT 2.4: Demonstrate active participation, teamwork and contributions in group settings

CDT 2.5: Refer situations outside the dietetic technician scope of practice or area of competence to the registered dietitian or other professional

CDT 2.6: Participate in professional and community organizations

CDT 2.7: Establish collaborative relationships with other health care professional and support personnel to effectively deliver nutrition services

CDT 2.8: Demonstrate professional attributes within various organizational cultures

CDT 2.9: Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration

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

KDT 3.1: The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care process, including principles and methods of nutrition screening for referral to the registered dietitian, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice.

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

KDT 3.3: The curriculum must include the principles of applied food science and techniques of preparation.

KDT 3.4: The curriculum must include principles of procurement, production, distribution and service of food.

CDT 3.1: Perform nutrition screening and identify clients or patients to be referred to the registered dietitian

CDT 3.2: Perform specific activities of the nutrition care process (a-e below) as assigned by registered dietitians in accordance with the Scope of Dietetics Practice for individual groups and populations in a variety of settings:

CDT 3.2a: Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered.

CDT 3.2b: Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements

CDT 3.2.c: Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention

CDT 3.2.d: Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis

CDT 3.2.e: Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting

CDT 3.3: Provide nutrition and lifestyle education to well populations

CDT 3.4: Promote health improvement, food safety, wellness and disease prevention for the general population

CDT 3.5: Develop print and electronic nutrition education materials for disease prevention and health improvement that are culturally sensitive, age appropriate and designed for the educational level of the audience

CDT 3.6: Perform supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, and health needs

CDT 3.7: Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals.

4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations

KDT 4.1: The curriculum must include applied management principles required to deliver food and nutrition programs and services.

KDT 4.2: The curriculum must include content related to applied principles of human resource management.

KDT 4.3: The curriculum must include legislative and regulatory policy related to dietetics operations.

KDT 4.4: The curriculum must include content related to quality management of food and nutrition services.

KDT 4.5: The curriculum must include content related to health care delivery and policies which impact technical practice of dietetics.

CDT 4.1: Participate in quality improvement and customer satisfaction activities to improve delivery of nutrition services

CDT 4.2: Perform supervisory, education and training functions

CDT 4.3: Participate in legislative and public policy activities

CDT 4.4: Use current informatics technology to develop, store, retrieve and disseminate information and data

CDT 4.5: Participate in development of a plan for a new service including budget

CDT 4.6: Assist with marketing clinical and customer services

CDT 4.7: Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment

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

KDT 5.1: The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include applied concepts of chemistry, physiology, microbiology related to food safety, mathematics, fundamentals of nutrition across the life span.

KDT 5.2: The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.

Upon graduation, all students are strongly encouraged to take the appropriate credentialing exams. Students who pass the Dietetic Technician exam will earn the credential, “Dietetic Technician, Registered”: (DTR). Students who pass the Nutrition and Foodservice Professional Training Program exam earn the credential, “Certified Dietary Manager”: (CDM).

MY SIGNATURE BELOW INDICATES THAT I HAVE RECEIVED, READ, AND THAT I UNDERSTAND THE CONTENTS OF THE DIETETIC PROGRAM HANDBOOK.*

Signature	Date
Print Name	

Please sign and return to:
Miriam Wilson, MS, RD, LDN
Coordinator, Dietetic Program
CCAC
808 Ridge Avenue, Milton Hall 610
Pittsburgh PA 15212

Receipt of this document is required **before you are able to register for classes.*

Code of Ethics for the Profession of Dietetics –January 2010

INTRODUCTION

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

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

PRINCIPLES

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner practices dietetics based on scientific principles and current information.
3. The dietetics practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
4. The dietetics practitioner assumes responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.
5. The dietetics practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
6. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
7. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
8. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
9. The dietetics practitioner provides professional services in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity, creed, religion, disability, sex, age, sexual orientation, or national origin.
10. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

11. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships. The dietetics practitioner makes all reasonable effort to avoid bias in any kind of professional evaluation of others.
12. The dietetics practitioner is alert to situations that might cause a conflict of interest or have the appearance of a conflict. The dietetics practitioner provides full disclosure when a real or potential conflict of interest arises.
13. The dietetics practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetics practitioner does not advertise in a false or misleading manner.
14. The dietetics practitioner promotes or endorses products in a manner that is neither false nor misleading.
15. The dietetics practitioner permits the use of his/her name for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
16. The dietetics practitioner accurately presents professional qualifications and credentials.
 - a. The dietetics practitioner uses Commission on Dietetic Registration awarded credentials ("RD" or "Registered Dietician"; "DTR" or "Dietetic Technician, Registered"; "CSP" or "Certified Specialist in Renal Nutrition"; and "FADA" or "Fellow of the American Dietetic Association") only when the credential is current and authorized by the Commission on Dietetic Registration. The dietetics practitioner provides accurate information and complies with all requirements of the Commission on Dietetics Registration program in which he/she is seeking initial or continued credentials from the Commission on Dietetic Registration.
 - b. The dietetics practitioner is subject to disciplinary action for aiding another person in violating any Commission on Dietetic Registration requirements or aiding another person in representing himself/herself as Commission on Dietetic Registrations credentialed when he/she is not.
17. The dietetics practitioner withdraws from professional practice under the following circumstances:
 - a. The dietetics practitioner has engaged in any substance abuse that could affect his/her practice;
 - b. The dietetics practitioner has been adjudged by a court to be mentally incompetent;
 - c. The dietetics practitioner has an emotional or mental disability that affects his/her practice in a manner that could harm the client or others.

18. The dietetics practitioner complies with all applicable laws and regulations concerning the profession and is subject to disciplinary action under the following circumstances:

a. The dietetics practitioner has been convicted of a crime under the laws of the United States which is a felony or a misdemeanor, an essential element of which is dishonesty, and which is related to the practice of the profession.

b. The dietetics practitioner has been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to these principles.

c. The dietetics practitioner has committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

19. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of The American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration.

Code of Ethics

Section 1

The Certifying Board of Dietary Managers (CBDM) has a formal policy, the Code of Ethics for the Certified Dietary Manager, and procedures which incorporate due process, for the discipline of certificants. The Code of Ethics and procedures include the sanction of revocation of the certificate, for conduct which clearly indicates incompetence, unethical behavior and physical or mental impairment affecting the performance of the Certified Dietary Manager (CDM).

Section 2

Code of Ethics for the Certified Dietary Manager

The Certifying Board of Dietary Managers believes it is in the best interests of the profession and the public it serves that a Code of Ethics provide guidance to Certified Dietary Managers in their professional practice and conduct. Certified Dietary Managers have voluntarily developed a Code of Ethics to reflect the ethical principles guiding the Certified Dietary Manager and to outline commitments and obligations of the CDM, CFPP to self, client, society, and the profession.

The purpose of the Certifying Board for Dietary Managers is to assist in the effective management of dietary operations, safety and welfare of the public by establishing and enforcing qualifications for Dietary Manager Certification and for issuing voluntary credentials to individuals who have attained those qualifications. The Certifying Board has adopted this Code to apply to individuals who hold these credentials.

The Ethics Code applies in its entirety to certified members of the Association of Nutrition & Foodservice Professionals. The Code applies to all CDM, CFPPs who are not ANFP members. The entire aforementioned are referred to in the Code as "Certified Dietary Managers."

PRINCIPLES

1. The Certified Dietary Manager provides professional services with objectivity and with respect for the unique needs and values of individuals.
2. The Certified Dietary Manager avoids discrimination against other individuals on the basis of race, creed, religion, sex, age, national origin and complies with EEOC & ADA requirements and the Rehabilitation Act of 1973.
3. The Certified Dietary Manager fulfills professional commitments in good faith.
4. The Certified Dietary Manager conducts himself/herself with honesty, integrity and fairness.
5. The Certified Dietary Manager remains free of conflict of interest and personal bias while fulfilling the objectives and maintaining the integrity of the Certified Dietary Manager profession.
6. The Certified Dietary Manager practices dietary management based on professional principles.
7. The Certified Dietary Manager assumes responsibility and accountability for personal and professional competence in practice.
8. The Certified Dietary Manager maintains confidentiality of information.
9. The Certified Dietary Manager exercises professional judgment within the limits of his/her qualifications and seeks counsel or makes referrals as appropriate.
10. The Certified Dietary Manager provides sufficient information to enable clients to make their informed decisions.
11. The Certified Dietary Manager promotes or endorses products in a manner that is neither false nor misleading.
12. The Certified Dietary Manager permits use of his/her name for the purpose of certifying that dietary services have been rendered only if he/she has provided or supervised the provision of those services.
13. The Certified Dietary Manager accurately presents professional qualifications and credentials.
 - a. The Certified Dietary Manager use "CDM, CFPP" or Certified Dietary Manager, Certified Food Protection Professional only when certification is current and authorized by the Certifying Board for Dietary Managers.
 - b. The Certified Dietary Manager complies with all requirements of the Certifying Board's certification programs in which he/she is seeking initial or continued credentials from the Certifying Board of Dietary Managers.
 - c. The Certified Dietary Manager is subject to disciplinary action for aiding another person in violating any Certifying Board certification requirements or aiding another person in representing himself/herself as a Certified Dietary Manager when he/she is not.
14. The Certified Dietary Manager presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
15. The Certified Dietary Manager provides objective evaluation of candidates for professional association memberships, awards, scholarships or job advancement.
16. The Certified Dietary Manager voluntarily withdraws from the profession practice under the following circumstances:
 - a. The CDM has engaged in any substance abuse that could affect his/her practice.
 - b. The CDM has been adjudged by a court to be mentally incompetent.
 - c. The CDM has an emotional or mental disability that affects his/her practice in a manner that could harm the client.
17. The Certified Dietary Manager complies with all applicable laws and regulations concerning the profession. The CDM is subject to disciplinary action under the following circumstances:
 - a. The CDM has been convicted of a crime under the local, state or federal laws, which is felony or a misdemeanor, and which is related to the practice of the profession.
 - b. The CDM has been disciplined by a state chapter and at least one of the grounds for discipline is the same or substantially equivalent to these principles contained herein.
 - c. The CDM has committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or any agency or a government body.
18. The Certified Dietary Manager accepts the obligation to protect society and the profession by upholding the Code of Ethics for the profession of Nutrition and Foodservice Management and by reporting alleged violations of the Code through the review process of the Certifying Board of Dietary Managers.

ESSENTIAL COGNITIVE, PHYSICAL AND BEHAVIORAL FUNCTIONS

Dietetic Programs

In order to meet the program competencies and for successful completion of the objectives for each dietetic course, a student must be able to:

- **Visual** acuity to perform basic food service functions in an institutional environment, as well as written and electronic communications including patient records
- **Hear** sounds of spoken verbal communication
- **Speak** to focal clients and member of the health team utilizing effective verbal communication
- **Read and cognitively comprehend** written course materials, patient care documents and health care institution policies and procedures
- **Write** utilizing a legible and concise documentation style which is readable and in the English language
- **Calculate** accurately in order to assess and determine patients' nutritional requirements
- **Move freely** to observe and assess patients and perform basic food service functions, including food preparation, delivery and clean up
- **Demonstrate cognitive learning** in relation to new procedures through clinical application
- **Interpret physician orders** accurately through verbal and written communication and carry through with appropriate clinical application

Note: If a student should present with any physical, cognitive or behavioral limitation, each case will be reviewed on an individual basis. Reasonable accommodations will be made if possible.

CASTLEBRANCH

The CCAC Allied Health (ALH) Department now uses a screening and document managing agency that assists you in obtaining your necessary clearances and will also maintain your medical records. You are required to register with CastleBranch at the beginning of the semester prior to your first supervised practicum. Instructions to register with CastleBranch will be provided to you when you are notified of your eligibility to complete the first supervised practicum.

Please read the CastleBranch directions carefully and place your order at www.CastleBranch.com. If you need further assistance in downloading or uploading the information to CastleBranch please contact Student Support at 888.723.4263 x7196.

The Campus Computer Labs have scanners if you need to scan a document for e-mailing it to CastleBranch. The campus Computer Lab locations and hours are available on the CCAC website (www.ccac.edu) keywords Computer Lab Hours.

It is the students responsibility for the all the fees including CastleBranch, the completed physical and immunizations, PA State Criminal Record Check, Child Abuse Clearances and FBI Fingerprints.

PA STATE POLICE CRIMINAL RECORD CHECK, PA CHILD ABUSE CLEARANCE AND FBI FINGERPRINT REGISTRATION

Please be advised that possession of a Criminal or Child Abuse Record may interfere with your ability to be placed at a clinical site or to obtain employment following the completion of the Program.



Allied Health Programs Examination Form
(All sections must be completed and signed.)

Student Name: _____ ID: _____ ALH Program: _____
Address: _____ Phone Number: _____
Email: _____ Cell Number: _____
Emergency Contact: _____ Phone Number: _____

I give my permission for CCAC to review this information and share this information with clinical agencies that I will be utilizing for clinical experiences. Any falsification or misrepresentation of any information will be sufficient grounds for my dismissal or termination to the Allied Health Program.

(Student signature required here) _____ Date: _____

Two Step PPD has a separate form to complete. **ALL FORMS MUST** be completed and uploaded to CastleBranch.

RUBELLA (GERMAN MEASLES) STATUS	RUBEOLA (MEASLES) STATUS
Required antibody titer by lab screen: Date: _____ Result: Immune Yes _____ NO _____ If no to the above, a MMR is required. MMR Administered: Date: _____	Required antibody titer by lab screen: Date: _____ Titer: Immune Yes _____ NO _____ If no to the above, MMR is required. MMR Administered: Date: _____
VARICELLA (CHICKEN POX STATUS)	MUMPS
Required antibody titer by lab screen: Date: _____ Titer: Immune Yes _____ NO _____ IF NOT IMMUNE: 2 Doses Varicella Vaccine given 1 month apart Dates: 1. _____ 2. _____	Required antibody titer by lab screen: Date: _____ Titer: Immune Yes _____ NO _____ If no to the above, MMR is required. MMR Administered: Date: _____

IMPORTANT
PLEASE COMPLETE ALL HEALTH FORMS BEFORE SUBMITTING TO CASTLEBRANCH

Does this student have any medical issues with which the school should be concerned?

Yes_____ No_____ If yes, please identify:

Is the student subject to conditions that may precipitate a medical emergency, such as:

Epilepsy_____Diabetes_____Allergies_____Fainting_____Heart Conditions_____

Other_____ If yes, please specify:

Is there need for follow-up treatment?

Yes_____ No_____ If yes, please specify:

Does the student require a device or substance (including medications) to enable him/her to carry out the abilities required by the program?

Yes _____ No_____ If yes, please specify:

Does the student have any activity limitations? Yes _____ No _____ If yes, Please list and describe.

COMMENTS:

I have obtained a health history, performed a physical examination, and reviewed immunization status and required laboratory tests. In my estimation, the student is able to participate fully in their Allied Health Program academic and clinical experiences.

Signature of Physician / Nurse Practitioner/
Physician Assistant

Printed Name

Date

Address

City

State

Zip

Phone

The Community College of Allegheny County (CCAC) and its Board of Trustees are committed to the principle of equal opportunity in education and employment for all. CCAC does not discriminate based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, sexual orientation, disability, use of a guide or support animal due to disability, marital status, familial status, genetic information, veteran status, or age. Creating, supporting and sustaining a diverse community prepare our students to be effective in the world outside of CCAC. Questions may be addressed to diversity@ccac.edu.

PAYMENT:

STUDENT IS 100% RESPONSIBLE FOR PAYMENT OF THIS EXAM. DO NOT BILL CCAC.

CCAC – Allied Health Programs
Two-Step PPD-Required Medical Information

In order to comply with agencies utilized by CCAC Allied Health Programs, a two-step PPD testing is required for all students entering the (ALH) program. This process serves as a baseline for skin reactions differentiating between boosted reactions and recent infections. The student has a 2nd PPD 7 days after the 1st PPD.

Please Print

Name: _____ Student ID#: _____ Phone#: _____
Address: _____
(No. & Street) (City) (State) (Zip)

I understand that the information on this completed form may be shared with appropriate college personnel or clinical agency.

(Student Signature)

(Date)

Note: Two-Step PPD must be completed between May and July prior to the beginning of the Fall term. For a positive PPD or history of positive PPD (indicate date) a chest x-ray is required. Chest x-ray results are good for two (2) years. Student will not be permitted at the clinical site until all requirements are completed. Please submit completed form with physical papers.

ALL BLANKS MUST BE COMPLETED by physician or nurse practitioner

PPD #1	PPD #2 (Placed 7 days after PPD #1)
Date given: _____	Date given: _____
Amount: _____	Amount: _____
Lot#: _____	Lot#: _____
Exp. Date: _____	Exp. Date: _____
Manufacturer: _____	Manufacturer: _____
Site: _____	Site: _____
Administered by: _____	Administered by: _____
Date Read: _____	Date Read: _____
Induration: _____MM	Induration: _____MM
Results: POS _____ NEG _____	Results: POS _____ NEG _____
Test Read by: _____	Test read by: _____

Print Name of Physician/Nurse Practitioner/Physician Assistant Name/Facility seal or stamp if applicable

Address: _____

Telephone#: _____

Required Signature of Physician/Nurse Practitioner/
Physician Assistant/Facility seal or stamp if applicable

(Date)

CCAC – Allied Health Programs

Student is responsible for submitting all documentation to
CastleBranch on the required due dates.

Please Print

Name: _____ Student ID#: _____ Phone#: _____
Address: _____
(No. & Street) (City) (State) (Zip)

I understand that the information on this completed form may be shared with appropriate college personnel
or clinical agency.

(Student Signature) (Date)

Tetanus & Diphtheria (Td) Immunization
<p>Diphtheria/Tetanus: Date: (Immunized within last ten years)</p> <p>_____</p>

ALL BLANKS MUST BE COMPLETED by Physician, Nurse Practitioner or
Facility seal or stamp if applicable

Print Physician/Nurse Practitioner/Physician Assistant Name/Facility seal or stamp if applicable

Address: _____
Telephone#: _____

Required Signature of Physician/Nurse Practitioner/ _____ (Date)
Physician Assistant/Facility seal or stamp if applicable

Revised 1/25/15

SUGGESTIONS FOR COMPLETING IMMUNIZATION AND PHYSICAL REQUIREMENTS
FOR ALLIED HEALTH STUDENTS

1. If you have a family physician or a primary care physician start there. Take your physical form with you. Also, take your immunization records if your doctor does not have them.
2. If necessary, immunizations and titers can be obtained at the Allegheny County Health Department Immunization Clinic. Identify yourself as a CCAC student.

**Allegheny County Health Department
Immunization Clinic
3441 Forbes Ave, Third Floor, Oakland
412-578-8060**

Monday, Tuesday, Thursday and Friday, 9:00 a.m.-4:00 p.m.

Wednesday, 1:00-8:00 p.m.

Walk-in Service – No appointment necessary.

- Varicella, MMR titers, \$15 each for county residents, \$20.00 each for out-of-county residents
- Hepatitis B surface antigen, \$25.00 each for county residents, \$30.00 each for out-of-county residents.
- PPD are free.

If immunizations are required:

- Varicella - \$91.00
- Hepatitis B - \$62.00 per dose
- Tetanus - \$10.00
- MMR - \$10.00
- Hepatitis A & B combined \$96.00/dose
- Hepatitis A - \$54.00
- Meningococcal - \$114.00 (Both are required.)

Women who have been pregnant may have had a rubella titer done at the time of their pregnancy pre-natal examination. Call your gynecologist's office to find out if you have had this test. If the results indicate immunity, ask them to send you a copy.

3. If you do not have a family physician and have no health insurance you may want to consider one of the options listed below. Take your physical form and immunization records with you.

**North Side Christian Health Center
620 E Ohio St
Pittsburgh PA 15212
412-321-4001**

Call for an appointment.

\$10.00 - \$50.00 depending on income. You will need to show your W2 or pay stubs.

Harvey D. Shipkovitz MD
1312 Federal St
Pittsburgh PA 15212
412-321-0255

Walk-in Service – No appointment necessary.
Office hours Monday-Saturday. Call for times.
Physical Exam - \$80.00

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Focus on Renewal Center
701 Chartiers Ave
McKees Rocks PA 15136
412-771-6462

Call for an appointment.
Prices vary, sliding scale available depending on total household income.

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Concentra

\$59.00-65.00 – Check web site for locations, www.concentraurgentcare.com
\$10.00 off coupons available in the Health Services Office.

.....

North Shore Family Health
1004 Arch St
Pittsburgh PA 15212
412-323-7003.

Call for an appointment.
Located in the Old Mercy Providence Hospital across from the National Aviary.

- They will do the physical portion only for students that have no health insurance for \$10.00. Students would have to have immunization requirements completed at the Allegheny County Health Department or elsewhere, before the physical appointment.
- Identify yourself as a CCAC student. Take your immunization records and physical form with you.

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TAKE CARE

Call 1-866-825-3227 or visit www.takecarehealth.com

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Med Express

Physicals - \$40.00
Call 412-782-3278 or visit www.greatcarefast.com
Check on locations.
Above prices are for physicals only – not immunizations.

The prices quoted are subject to change.

1/2011

**Non-Nutritional Field Experience Waiver
For the Nutrition and Foodservice Professional Training Program**

The student must have a minimum of two years’ experience in a managerial or supervisory capacity in non-commercial foodservice. Managerial/supervisory experience is defined as on-the-job time in a full-time management capacity. Non-commercial foodservice is defined as organizations or corporations such as hospitals, nursing homes, schools, military, correctional, or community feeding programs.

Current Employment – to be completed by the student	
Student Name	
Job Title	
Dates of Employment	
Place of Employment	
Work Phone	
Address	
City, State, Zip	
Name of Immediate Supervisor	
Title of Immediate Supervisor	
Supervisor’s Work Phone	
To be completed by supervisor	
Student employed under my supervision from/to	
Duties performed by student	
Has candidate performed satisfactorily while under your supervision?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you aware of any information which would adversely reflect on the character or competence of this person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I hereby certify that the above information is correct to the best of my knowledge:	
Supervisor Signature	
Date	
Student Signature	
Date	

**Community College of Allegheny County
Nutrition and Foodservice Professional Training
Program-Abbreviated Practicum
Waiver Documentation**

I certify that _____ has been employed at this facility, has basic on-the-job experience in the following areas and should be excused from practicum assignments involving the following topics:

- Menu planning
- Production planning and production schedule development
- Standardized recipe development
- Food cost analysis
- Quality assurance within food production area
- Purchasing, receiving and storage procedures
- Safety, sanitation and ware washing procedures
- Employee recruitment, orientation and training

Student Name _____

Facility Name _____

Person Completing Form / Title

Date Completed _____

COMMUNITY COLLEGE OF ALLEGHENY COUNTY

Allegheny Campus
808 Ridge Ave
Pittsburgh, PA 15212
412.237.2589

Boyce Campus
595 Beatty Rd
Monroeville, PA 15145
724.325.6602

North Campus
8701 Perry Hwy
Pittsburgh, PA 15237
412.369.3656

South Campus
1750 Clairton Rd
West Mifflin, PA 15122
412.469.6241

Instructions for Graduation Application

A. Complete application forms (please print legibly)

- 1) Read and complete all information on the attached forms.
- 2) Complete a graduation application form for each program/major for which you are applying at this time.

B. Meet with an academic advisor for a degree audit (mandatory)

- 1) The advisor will use a current transcript and program check sheet, or the system report, to complete your degree audit. Make sure the advisor's signature is on the application to show his/her recommendation.
- 2) Please note that this is the advisor's recommendation. The final approval/certification is made by the director of registration. If there are any problems during the final reviews completed by the director you will be notified by email, postal mail or phone.
- 3) If applicable, copies of the following approved forms/letters (with proper signatures) are required to complete your degree audit:
 - a) Course substitution/waiver forms
 - b) Articulation agreement
 - c) Any written information that allows for exceptions/permission of substitutions
 - d) Pending advanced standing forms

C. Graduation fee payment at Student Accounts office (if applicable, effective with December 2010 commencement)

- 1) All certified degrees will be posted to the student's CCAC transcript. A \$20.00 graduation fee must be paid if the student chooses to receive a diploma and/or attend the commencement ceremony (fees are subject to change at the discretion of the college).
- 2) Make check or money order payable to CCAC.
- 3) You have not officially applied for graduation until you have returned your completed graduation packet(s) to the Registration and Advisement office for processing.

D. Return your completed packet to the Registration and Advisement office. Your completed packet should include the following:

- 1) Completed graduation application
- 2) Completed exit survey
- 3) Degree audit report (current transcript and program check sheet or the system report)
- 4) Copies of any applicable forms listed in B.3 of this outline

Any questions should be referred to the Registration and Advisement office at the campus where you apply.

Application deadlines: If these dates fall on a weekend or holiday, deadline is the Friday before.	May/spring— Mar. 1	August*/summer— July 15	December/fall— Nov. 30
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*The commencement ceremony is held in May. *August graduates are invited to participate in the current year's May ceremony before classes are completed—if you plan to attend the May ceremony, you must apply for graduation using the May/spring deadline date. All requirements for the program(s) must be successfully completed before you are awarded the diploma and the credentials are posted to your transcript. December graduates can participate in the following year's May ceremony.*

The first choice for faster results.



This publication created by the CCAC Institutional Advancement & External Relations department.
Graduation Application Instructions 2011-POD-JP-JUN10

CCAC		Community College of Allegheny County		Application for Graduation	
Allegheny Campus 808 Ridge Ave Pgh, PA 15212		Boyce Campus 596 Beaty Rd Monroeville, PA 15145	North Campus 8701 Perry Hwy Pgh, PA 15237	South Campus 1750 Clairton Rd West Mifflin, PA 15122	
Application Deadlines: If these dates fall on a weekend/holiday, deadline is the Friday before.		May deadline – March 1		August deadline – ← March 1, if attending May ceremony. July 15, if will not attend the ceremony.	
Student ID # _____					
↓ ↓ ↓ CLEARLY PRINT NAME TO APPEAR ON DIPLOMA (ON LINE BELOW) ↓ ↓ ↓					
First Name _____		Middle Name or Initial _____		Last Name _____	
Enter contact information below. If changed, I give CCAC permission to update my address. →				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Street Address: _____		Home/Cell Phone: _____			
City: _____		State: _____		Zip: _____	
Alt. Phone: _____		Email: _____			
NOTE: Healthcare and many other professions now require verification of degree by presenting the diploma during the hiring process.					
Do you want to receive your CCAC diploma?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you anticipate attending the May Commencement Ceremony?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If you answered NO to both of the above questions, the graduation fee is waived at this time.					
If you answered YES to one or both of the questions, <i>payment is due upon receipt of the application for graduation.</i>					
Month & Year Applying for Graduation:					
<input type="checkbox"/> May <input type="checkbox"/> August <input type="checkbox"/> December					
COMMENCEMENT CEREMONY IS HELD IN MAY ONLY.					
Applicants for August graduation may participate in that year's May ceremony. (All requirements must be completed successfully before a diploma will be awarded.)					
December graduates may participate in next year's May ceremony.					
Do you have transfer credits from another college?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have any course substitutions or waivers?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Applying for:					
<input type="checkbox"/> Associate of Arts (AA)					
<input type="checkbox"/> Associate of Science (AS)					
<input type="checkbox"/> Associate of Applied Science (AAS)					
<input type="checkbox"/> Diploma					
<input type="checkbox"/> Certificate					
Program Code #: _____					
Program Name: _____					
Signature of Student _____		Date Submitted _____			
GRADUATION PHOTOS: CCAC intends to provide names and addresses of all graduates attending the Commencement Ceremony to the official photographer for the purpose of mailing photo proof and sales materials. If you <u>do not want</u> your information released and you <u>do not want</u> to receive photo proofs, please sign below.					
Signature of Student: _____		Date: _____			
Do not write below this area >>>> Office Use Only					
Advisor's Preliminary Degree Audit	Recommended <input type="checkbox"/> Pending <input type="checkbox"/> Reason: _____				
	Disapproved <input type="checkbox"/> Reason: _____				
	Advisor's Signature: _____ Date: _____				
Initial Review – Office Use		Final Review – Office Use			Office Use - Grad Fee Pd (Diploma/Ceremony)
Completed Credits		Completed Credits		Honors	
Cur _____ Cr Reg		Transfer Credits		High Honors	
Transfer Credits		CLEP		Highest Honor	
CLEP		Credit by Exam		PTK	
Credit by Exam		Total Credits			
Total Credits					
GPA		GPA			
Initial Review _____ Date: _____ Comments: _____					
<input type="checkbox"/> I certify applicant has met CCAC requirements for major indicated above.		Administrator's Signature: _____		Date: _____	
<input type="checkbox"/> Denied Graduation. Comments: _____					

DUE PROCESS FOR DIETETIC STUDENT GRIEVANCES

If a student in the Dietetics Program has a complaint about any academic matter such as didactic or clinical course requirements, grading policies, attendance policies, etc. the following procedures must be followed:

STUDENT ACADEMIC COMPLAINT FORM

Please print clearly.

Student Name: _____ ID#: _____

Please print clearly.

Student Signature: _____

Complaint Regards Course and Section: _____ Term: _____

Instructor's Name: _____

The Student Academic Complaint Procedure is available to students who have concerns about academic matters such as grades and course requirements. The procedure consists of 2 stages, an INFORMAL STAGE and a FORMAL STAGE. The INFORMAL STAGE must be completed **before** the complaint procedure can move into the FORMAL STAGE. Please refer to CCAC Student Handbook, under Academic Information or <http://www.ccac.edu/default.aspx?id=137886>

Please use the following checklist in order to move through the complaint procedure. When you have completed a step, place a check (✓) on the line indicating that you have completed that step.

TIMELINE: As a general rule, complaints must be initiated within 2 weeks after discovering your concern.

- ___ 1. What was the date when you realized that you may have a complaint? _____
 ___ 2. What is today's date? _____

INFORMAL STAGE: Most complaints are resolved at the INFORMAL STAGE. In this stage, you must *make every effort to resolve the complaint by discussing it with the faculty member involved.*

- ___ 1. Did you discuss the complaint with the appropriate faculty member? _____
 ___ 2. On what date and where? _____
 ___ 3. Describe the outcome: _____

Is your complaint resolved? _____

If no, describe why. _____

If the complaint is not resolved by meeting with the faculty member, either the student or the faculty member can request a meeting with the appropriate department head. Keep in mind that in order for unresolved complaints to move to the formal stage, it is necessary to meet with the department head.

- ___ 4. A meeting took place between you and _____, the department head.

Insert name above

What was the date of the meeting? _____

Describe the outcome of the meeting.

FORMAL STAGE: Complaints not resolved in the Informal Stage must be submitted in writing by the student to the Campus Associate Dean of Academic Affairs. Please note that you cannot move to the FORMAL STAGE unless you have completed all steps in the Informal Stage.

TIMELINE: The deadline for filing a FORMAL complaint is the middle of the following semester, coinciding with the last date for students to complete “I” grade work.

Student Name: _____ **ID#:** _____

STUDENT’S WRITTEN DESCRIPTION OF THE FORMAL COMPLAINT: Please carefully answer all of the following questions since your responses will determine the disposition of your complaint.

Attach additional written statements to this form as needed.

__1. What is the date on which you are submitting your written complaint to the Campus Associate Dean of Academic Affairs? _____

__2. Clearly describe your concerns. _____

__3. Clearly describe the events that led to your concerns. _____

__4. Clearly state what you seek as a resolution to your concerns. _____

__5. Clearly state why you feel you are justified to get the desired resolution. _____

Associate Dean’s Signature _____ Date Rec.: _____

WHAT HAPPENS NEXT?

- 1) The faculty member against whom the complaint has been filed will be given an opportunity to respond in writing.
- 2) Based on your submitted complaint and other relevant material, the Associate Dean of Academic Affairs may make a decision on the matter or refer the complaint to a campus Academic Complaint Appeal Committee for a recommended resolution. If that is the case:
 - a. The campus Academic Complaint Appeal Committee will be convened within two weeks of the filed complaint.
 - b. The campus Academic Complaint Appeal Committee shall forward its written recommendation within 72 hours of the close of its deliberations to the campus Associate Dean of Academic Affairs.
 - c. The campus Associate Dean of Academic Affairs may accept, reject, or modify the recommendation of the campus Academic Complaint Appeal Committee.
- 3) The decision of the appropriate Associate Dean of Academic Affairs is forwarded to you by certified mail.
- 4) You have the right to appeal the decision of the Associate Dean of Academic Affairs.
- 5) If you choose to appeal the decision of the Associate Dean of Academic Affairs, you must do so within 7 days of the receipt of the certified letter.
- 6) If you choose to appeal the decision of the Associate Dean of Academic Affairs, you must do so in written form to the campus Dean of Academic Affairs.
- 7) The decision of the campus Dean of Academic Affairs is final.
- 8) If your complaint is related to violations of ACEND standards, you may contact Academy of Nutrition and Dietetics, 120S Riverside Plaza, Chicago, IL 60606, 312-899-0400, ext. 5400.