

# **DIETETIC PROGRAMS**

# **STUDENT HANDBOOK**

**Community College of Allegheny County  
Allegheny Campus  
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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 will 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 page 19) and Code of Ethics of the ANFP (see page 22).
- 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](http://www.eatright.org/ACEND).

The Nutrition and Foodservice Professional Training Program is currently approved 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](http://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.

## **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 Dietetic Technician Program must have successfully completed the Nutrition and Foodservice Professional Training program with a GPA of 2.5 or better and passed the comprehensive exam administered in DIT 113 Dietetic Practice Seminar with a score of 75% or better.
- 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 and practicum courses, 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 or practicum affiliations.

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.

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.

Remediation: Every semester student GPA is reviewed by the Program Director to determine individual student program success. Course instructors contact the Program Director when students who are struggling academically are identified. Students are encouraged to seek extra help from instructors and may also be referred to campus resources such as math café, the Perkin's office and tutoring. Should it become evident that a student is not able to maintain the academic standards required for the Dietetic Program then the student will be advised of their options which include forfeiting the ability to move into the Dietetic Technician Program and program termination. Students who maintain a GPA greater than or equal to a 2.0 but less than 2.5 will be eligible to complete the Dietary Manager Certificate program. Students who do not pass the comprehensive exam (75% is the passing grade) administered in DIT 113 Dietetic Practice Seminar will be able to complete the Dietary Manager Certificate 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.

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.

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 4<sup>th</sup> 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 four 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](http://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):**

This introductory course provides the student with an overview of both the food service and clinical aspects of the professional role of the dietetic technician and the dietary manager in a variety of settings. Field visits and guest speakers enhance content.

**DIT 103 Nutrition Assessment (3 Credits):**

This course introduces the student to the application of the basic principles of normal nutrition. Students will learn how to collect 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.

**DIT 105 Foods Lab (1 Credit):**

This course covers the study and application of the basic principles of food preparation which includes the study of soups and sauces, starch foods, meats and poultry, fish and shellfish, eggs and desserts. The course culminates in a final luncheon project planned and prepared by the class. Proper use and care of equipment, sanitation and safe work habits are practiced. 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. 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-Dietetic Program majors and is taught by a Registered Dietitian (RD).

**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 requirements mandated by the Pennsylvania Food Employee Certification Act. Topics include: 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 which is a component of the course

### **DIT 201 Dietetic Supervised Practice 1 (4 Credits):**

This course provides an orientation to the practice of dietetics in a health care facility under the supervision of a Registered Dietitian (RD). The principles of nutrition care and foodservice operations are observed and practiced.

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 student 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 nutritional care of the patient with upper and lower gastrointestinal disorders, weight management, diabetes and related endocrine disorders, coronary heart disease, atherosclerosis, enteral feeding, total parenteral nutrition (TPN), liver disorders, renal disease, cancer, HIV/AIDS 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 site.

### **Acceptable Sites for Community Nutrition Practicum**

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

### **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 hospitality and health care industry. Various foodservice systems, styles of food service, principles of kitchen design, menu merchandising, environmental and waste management systems and management of information systems are covered.

### **DIT 214 Dietetics Seminar (1 Credits):**

This course provides the student with skills necessary to be successful in the completion of the national registration exam and job search process. In addition, this course will review the process of establishing a professional portfolio, making application for and maintaining registration status.

### **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 PRIOR to the practicum start time.

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. Attendance at practicum orientation the week prior to the start of practicum is mandatory. Students within a 2-hour (or 100 mile) radius of Pittsburgh are expected to attend. Distance students will receive online orientation.

Students enrolled in the Nutrition and Foodservice Professional Training Program who wish to submit a waiver for management experience (*see Waiver form on Page 32-33 for criteria.*) are required to complete 50 hours of clinical experience and 90 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.

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.
- \* Pass the comprehensive exam, administered in DIT 113, with a score of 80% or better
- \* 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, FBI Finger Printing 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 & Dietetic, The Academy of Nutrition and Dietetics and the Association of Nutrition and Foodservice Professionals, and participate in CCAC's Student Dietetic Association. These organizations provide opportunities for leadership and volunteerism, which can enhance one's resume and career intention. 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

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. Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.**

KNDT 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions related to the dietetics technician level of practice.

KNDT 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.

KNDT 1.3 Apply critical thinking skills.

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

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

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

CNDT 1.4: Implement actions based on care plans, protocols, policies and evidence-based practice.

**2. Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional nutrition and dietetics technician level of practice.**

KNDT 2.1 Demonstrate effective and professional oral and written communication skills sufficient for entry into technical practice.

KNDT 2.2 Demonstrate effective interviewing and education methods for diverse individuals and groups.

KNDT 2.3 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings.

KNDT 2.4 Identify and describe the work of interprofessional teams and the roles of others with whom the nutrition and dietetics technician, registered collaborates in the delivery of food and nutrition services.

KNDT 2.5 Demonstrate an understanding of cultural competence/sensitivity.

KNDT 2.6 Explain legislative and regulatory policies related to nutrition and dietetics technician level of practice.

KNDT 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

KNDT 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

CNDT 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.

CNDT 2.2 Use clear and effective oral and written communication.

CNDT 2.3 Prepare and deliver sound food and nutrition presentations to a target audience.

CNDT 2.4 Demonstrate active participation, teamwork and contributions in group settings.

CNDT 2.5 Function as a member of interprofessional teams.

CNDT 2.6 Refer situations outside the nutrition and dietetics technician scope of practice or area of competence to a registered dietitian nutritionist or other professional.

CNDT 2.7 Participate in professional and community organizations.

CNDT 2.8 Demonstrate professional attributes in all areas of practice.

CNDT 2.9 Show cultural competence in interactions with clients, colleagues and staff.

CNDT 2.10 Perform self-assessment and develop goals for self-improvement throughout the program.

CNDT 2.11 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CNDT 2.12 Participate in advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

CNDT 2.13 Practice and/or role play mentoring and precepting others.

**3. Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.**

KNDT 3.1 Use the Nutrition Care Process for nutrition screening for referral to the registered dietitian nutritionist, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice.

KNDT 3.2 Implement interventions to effect change and enhance wellness in diverse individuals and groups.

KNDT 3.3 Present an educational session to a target population.

KNDT 3.4 Describe the processes involved in delivering quality food and nutrition services.

CNDT 3.1 Perform nutrition screening and identify clients or patients to be referred to a registered dietitian nutritionist.

CNDT 3.2 Perform specific activities of the Nutrition Care Process as assigned by registered dietitian nutritionists in accordance with the Scope of Nutrition and Dietetics Practice for individuals, groups and populations in a variety of settings.

CNDT 3.3 Provide nutrition and lifestyle education to well populations.

CNDT 3.4 Promote health improvement, food safety, wellness and disease prevention for the general population.

CNDT 3.5 Develop nutrition education materials for disease prevention and health improvement that are culturally and age appropriate and designed for the literacy level of the audience.

CNDT 3.6 Perform supervisory functions for purchasing, production and service of food that meets nutrition guidelines, cost parameters and health needs.

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

KNDT 4.1 Participate in the human resource management process.

KNDT 4.2 Explain budgeting principles and techniques.

KNDT 4.3 Apply safety principles related to food, personnel and consumers.

KNDT 4.4 Identify health care delivery systems and policies that impact nutrition and dietetics technician practice.

CNDT 4.1 Participate in quality improvement and customer satisfaction activities to improve delivery of nutrition services.

CNDT 4.2 Perform supervisory, education and training functions.

CNDT 4.3 Use current nutrition informatics technology to develop, store, retrieve and disseminate information and data.

CNDT 4.4 Participate in development of a plan for a new service including budget.

CNDT 4.5 Implement and adhere to budgets.

CNDT 4.6 Assist with marketing clinical and customer services.

CNDT 4.7 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

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 CDM, CFPP Credentialing Exam earn the credential Certified Dietary Manager, Certified Food Protection Professional, (CDM, CFPP)

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.*

Academy of Nutrition and Dietetics (Academy)  
Commission on Dietetic Registration (CDR)  
Code of Ethics  
for the Nutrition and Dietetics Profession  
Effective Date: June 1, 2018

**Preamble:**

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

**1. Competence and professional development in practice (Non-maleficence)**

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

## **2. Integrity in personal and organizational behaviors and practices (Autonomy)**

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

## **3. Professionalism (Beneficence)**

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

## **4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)**

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.

- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

### **Glossary of Terms:**

**Autonomy:** ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.<sup>1</sup>

**Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.<sup>1</sup>

**Competence:** a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.<sup>2</sup>

**Conflict(s) of Interest(s):** defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.<sup>2</sup>

**Customer:** any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.<sup>3</sup>

**Diversity:** "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."<sup>4</sup>

**Evidence-based Practice:** Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.<sup>2</sup>

**Justice (social justice):** supports fair, equitable, and appropriate treatment for individuals<sup>1</sup> and fair allocation of resources.

**Non-Maleficence:** is the intent to not inflict harm.<sup>1</sup>

# 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, Certified Food Protection Professional, (CDM, CFPP).

## Section 2

### **Code of Ethics for the Certified Dietary Manager**

The Certifying Board for 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 in their professional practice and conduct.

The purpose of the Certifying Board for Dietary Managers is to assist in the effective management of foodservice 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 CBDM 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 (ANFP). The Code applies to all CDM, CFPPs regardless of their membership status in ANFP. All of the aforementioned are referred to in the Code as "Certified Dietary Managers." All Certified Dietary Managers, by accepting and maintaining their CDM, CFPP credential, agree to abide by the Code.

### 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 foodservice 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 own 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 food and nutrition 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 uses “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 program in which he/she is seeking initial or continued credentials from the Certifying Board for 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 professional 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 a 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 governmental 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 for 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 (vision corrected to 20/40 or better) 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 with or without the use of appropriate accommodations.
- **Speak** to clients and members of the health team utilizing effective verbal communication with or without the use of appropriate accommodations.
- **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. Have the ability to use a keyboard.
- **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. Must be able to lift up to 25 pounds.
- **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](http://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](http://www.ccac.edu)) keywords Computer Lab Hours.

It is the student's 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 Physical Examination Form

Student Name: \_\_\_\_\_ CCAC ID: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Number: \_\_\_\_\_

CCAC Email: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

ALH Program: \_\_\_\_\_

**CCAC utilizes CastleBranch for background screening and compliance tracking. Students will receive instructions by program faculty. After completion of ALL health forms, the student is responsible for submitting all documents to CastleBranch by the required due dates listed on the webpage tracker. It is also the responsibility of the student to share requested information with the assigned clinical site.**

Students are responsible for notifying program faculty of any known illness, physical or mental condition that poses a threat to the welfare of patients or self. Changes in health status after submission of the medical examination form which may impact the student's ability to meet the clinical objectives must be documented in writing to program faculty.

Any falsification or misrepresentation of any information will be sufficient grounds for dismissal from the Allied Health Program.

The student is responsible for 100% of payment for physical exam and laboratory studies.

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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](mailto:diversity@ccac.edu).

Student Name: \_\_\_\_\_

| IMMUNIZATION                         | DOCUMENTATION REQUIRED   | DATE   |
|--------------------------------------|--|--|
| <p>Measles, Mumps, Rubella (MMR)</p> | <p>Documentation of two vaccines (administered at least 28 days apart)</p> <p style="text-align: center;"><b>OR</b></p> <p>A positive antibody titer for all 3 components <b>(include lab report verification of titer results)</b></p> <p>If negative antibody titer <b>AND</b> no proof of two vaccines, documentation of two vaccines at least 28 days apart.</p>   | <p>Vaccination Date: _____</p> <p>Vaccination Date: _____</p> <p><input type="checkbox"/> Positive<br/><input type="checkbox"/> Negative</p>   |
| <p>Varicella (Chicken Pox)</p>       | <p>Documentation of two vaccines (administered at least 28 days apart)</p> <p style="text-align: center;"><b>OR</b></p> <p>A positive antibody titer <b>(include lab report verification of titer results)</b></p> <p>If negative antibody titer <b>AND</b> no proof of two vaccines, documentation of repeat series</p>   | <p>Vaccination Date: _____</p> <p>Vaccination Date: _____</p> <p><input type="checkbox"/> Positive<br/><input type="checkbox"/> Negative</p> <p>Repeat Date: _____</p> <p>Repeat Date: _____</p>                 |
| <p>TB Skin Test</p>                  | <p>IGRA (blood test) <b>(include lab report)</b></p> <p style="text-align: center;"><b>OR</b></p> <p>Two-step PPD (Mantoux) skin test must be a minimum of 7 days and a maximum of 21 days apart. Total of 4 visits. <b>(Include documentation)</b></p> <p style="text-align: center;"><b>OR</b></p> <p>If positive, documentation of a clear/normal Chest x-ray report within the past two years. <b>(provide written copy of x-ray report)</b></p> | <p>IGRA Date: _____</p> <p>Result: _____</p> <p>PPD #1 Date: _____</p> <p>Result: _____</p> <p>PPD #2 Date: _____</p> <p>Result: _____</p> <p><input type="checkbox"/> Clear/Normal</p> <p>X-ray Date: _____</p> |
| <p>Tetanus/Diphtheria</p>            | <p>Documentation of Tdap vaccine or TD booster within the last ten (10) years.</p>   | <p>Vaccination/Booster Date: _____</p>   |

Lab results, in addition to the exam form, need to be uploaded to each specific requirement on the CastleBranch website. If there is more than one page, upload together at the same time. If multiple lab results are on one page, upload the same page to each requirement.

Student Name: \_\_\_\_\_

| IMMUNIZATION |  | DATE  |
|--------------|--|---|
| Hepatitis B  | <p>Documentation of immunization dates <b>and</b> Hepatitis B Surface Antibody Titer (<b>include lab report verification of titer results</b>).</p> <p>If positive titer, you are complete.</p> <p>If negative titer, documentation of booster or repeat series.</p> | <p><input type="checkbox"/> Positive:<br/><input type="checkbox"/> Negative</p> <p>1<sup>st</sup> Dose: _____</p> <p>2<sup>nd</sup> Dose: _____</p> <p>3<sup>rd</sup> Dose: _____</p> <p>Booster: _____</p> |
| Influenza    | Documentation of influenza vaccine received between September 1 and October 15 of the current year.  | Date: _____   |

Lab results, in addition to the exam form, need to be uploaded to each specific requirement on the CastleBranch website. If there is more than one page, upload together at the same time. If multiple lab results are on one page, upload the same page to each requirement.

Student name: \_\_\_\_\_

**To be completed by a physician:**

**In order to provide safe patient care, the student has sufficient abilities in:**

|                   |         |        |
|-------------------|---------|--------|
| Physical mobility | Yes ___ | No ___ |
| Vision            | Yes ___ | No ___ |
| Hearing           | Yes ___ | No ___ |
| Olfactory         | Yes ___ | No ___ |
| Speech            | Yes ___ | No ___ |

**Does this student have any medical issues that may adversely affect patient care?**

Yes \_\_\_ No \_\_\_ If yes, please specify: \_\_\_\_\_

**Is the student subject to conditions that may precipitate a medical emergency?** (such as: epilepsy, diabetes, allergies, fainting, heart conditions, other)

Yes \_\_\_ No \_\_\_ If yes, please specify: \_\_\_\_\_

**Is there need for follow-up treatment or monitoring?**

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 specify: \_\_\_\_\_

**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 fully able to participate in their Allied Health Program academic and clinical experiences.

**Physician Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Physician Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_

**SUGGESTIONS FOR COMPLETING IMMUNIZATION AND PHYSICAL REQUIREMENTS**  
**FOR ALLIED HEALTH STUDENTS**

1. Consult the instructions on the CastleBranch web-site.
  
2. 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.
  
3. 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**  
**Immunizations Walk-in Clinic**  
**425 First Ave, Fourth Floor, Downtown**  
**(entrance on Cherry Way)**  
**412-578-8062**

Monday, Tuesday, Thursday and Friday, 9:00 am to 4:00 pm  
Wednesday, 1:00-8:00pm

4. If you do not have a family physician and have no health insurance, you may want to consider the option below. Take your physical form and immunizations records with you.

**North Side Christian Health Center**  
**816 Middle Street**  
**Pittsburgh, PA 15212**  
**412-321-4001**

Call for an appointment

North Side Christian Health Center is a Federally Qualified Health Center (FQHC) and as such offers all services on a deeply discounted basis to eligible individuals.

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

The student must have a minimum of two years of experience in a managerial or supervisory capacity in non-commercial foodservice that includes third party oversight. Managerial/supervisory experience is defined as on-the-job time in a fulltime 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 (Attach job description)  |   |
| Survey and/or inspection process completed by your department (i.e.: State Health Department, JHACO, CMS)     |   |
| Has candidate performed satisfactorily while under your supervision?  | <input type="checkbox"/> Yes<br><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<br><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

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.

|   |                       |                            |                           |
|---|-----------------------|----------------------------|---------------------------|
| <b>Application deadlines:</b> If these dates fall on a weekend or holiday, deadline is the Friday before. | May/spring—<br>Mar. 1 | August*/summer—<br>July 15 | December/fall—<br>Nov. 30 |
|---|-----------------------|----------------------------|---------------------------|

*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



Community College of Allegheny County

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Pgh, PA 15212

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Application for Graduation

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.

December deadline - November 30

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.

Yes 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?

Yes No

Do you anticipate attending the May Commencement Ceremony?

Yes 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, payment is due upon receipt of the application for graduation.

Month & Year Applying for Graduation:

May August 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?

Yes No

Do you have any course substitutions or waivers?

Yes No

Applying for:

- Associate of Arts (AA)
Associate of Science (AS)
Associate of Applied Science (AAS)
Diploma
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.

Signature of Student:

Date:

Do not write below this area >>>> Office Use Only

Advisor's Preliminary Degree Audit

Recommended Pending Reason:

Disapproved Reason:

Advisor's Signature:

Date:

Initial Review - Office Use

Table with 2 columns: Category, Value. Rows: Completed Credits, Cur Cr Reg, Transfer Credits, CLEP, Credit by Exam, Total Credits, GPA.

Final Review - Office Use

Table with 2 columns: Category, Value. Rows: Completed Credits, Transfer Credits, CLEP, Credit by Exam, Total Credits, GPA. Includes Honors, High Honors, Highest Honor, PTK.

Office Use - Grad Fee Pd (Diploma/Ceremony)

Date Rcvd
Initials

Reg Staff Use Only

POSTED TO SGRD:
Date:

Initial Review Date: Comments:

I certify applicant has met CCAC requirements for major indicated above.

Administrator's Signature:

Date:

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.