The Department of Nutrition and Dietetics
Dietetic Technology
Student Handbook

2018-2019
Welcome to the Dietetic Technology Program!
You have chosen to pursue an exciting, dynamic profession. The increasing interest in health, nutrition and wellness points to the need for qualified professionals in that area. The industry is growing steadily, and there are many rewarding jobs in dietetics.

Normandale Community College graduates have been very successful in finding employment in hospitals, long-term care facilities, and community nutrition services. In addition, some graduates are finding employment in other areas, such as wellness; sales and marketing; and industry and education. Your AAS degree, along with your Dietetic Technician, Registered credential will enable you to practice virtually anywhere in the country.

We are looking forward to sharing in your education experience. Please contact us at any time with questions or concerns.

Sincerely,

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ABOUT THE DIETETIC TECHNOLOGY PROGRAM

The Dietetic Technology Program was established at Normandale Community College in 1975, with the first class graduating in 1977.

The program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). In April of 2014 the program underwent its second site visit for the accreditation by ACEND.

Normandale Community College Dietetic Technology graduates are highly regarded for their skills, and have achieved a high pass rate on the Registration Examination for Dietetic Technicians. A number of our graduates have received honors and recognition as Dietetic Technician of the Year from the Minnesota Academy of Nutrition and Dietetics, as well as other awards.

Our graduates are also involved in professional organizations; bringing recognition to the Dietetic Technician. A number of graduates have served on committees and held offices with the Minnesota Academy of Nutrition and Dietetics.

Faculty members are also active in professional organizations and regularly attend local, state, and national conferences. Dietetic Technology students are encouraged to attend professional meetings and to become student members of the Academy of Nutrition and Dietetics.

The program advisory committee is made up of twelve to fifteen professional Registered Dietitians and Dietetic Technicians Registered. The Dean of Health Sciences and a representative from the Counseling Department also attend. The committee meets annually to make recommendations about the program.

Graduates of the Dietetic Technology Program are employed in a variety of locations. A partial list follows.

- University of Minnesota Public Health
- Hennepin County WIC
- Ramsey County WIC
- Dakota County WIC
- Scott Carver County WIC
- Wright County WIC
- Prior Lake School Lunch
- Buffalo School Lunch
- Edina Care Center
- Rochester Methodist (Mayo Clinic)
- The Emily Program
- Cambridge Health Care Center
- University of MN Epidemiology
- Sholom Home
- Minneapolis Heart Institute
- St John’s Hospital
- Jones-Harrison Home
- Fairview University Medical Centers
- Minnesota Masonic Home
- Walker Methodist Residence
- Dakota County Extension Services
- Hennepin County Extension Service
- Anoka County Extension Service
- Augustana Nursing Home
- Aviands Health Care Services
- Virginia (MN) Medical Center
- Martin Luther Manor
- Children’s Hospital
Normandale Community College Mission Statement
Normandale Community College advances individuals intellectual, career and personal development by providing outstanding teaching and support.

Institutional Outcomes
To accomplish our mission, we will
1. Ensure individuals complete certificates and/or degrees.
2. Prepare individuals to transfer successfully to four-year institutions.
3. Prepare individuals to perform successfully in the workforce through credit and noncredit career and technical programs.
4. Ensure students meet their educational goals.
5. Ensure students develop in the College's Core Learning Outcomes.
6. Prepare students taking development coursework to succeed at the college level.
7. Prepare individuals to participate in diverse local and global communities.
8. Identify and meet workforce training needs.

Health Sciences Division Mission Statement
Health Science Division is comprised of Dental Hygiene, Dietetic Technology, Exercise Science, Food Science, Health, and Nursing. These departments provide opportunities for personal and professional development; preparation for health care careers, community service, and lifelong learning fostered through credit classes, continuing education and community connections. Health career students are prepared for licensure and certification examinations.

Dietetic Technology Mission Statement
The Dietetic Technology Program at Normandale Community college provides classroom and experiential learning to prepare graduates to become competent dietetic practitioners in a variety of health care settings. The department is committed to promoting lifelong learning and community service.

Goals of the Normandale Community College Dietetic Technology Program
1. The program will prepare graduates who are qualified to succeed as entry level DTR’s or to continue their education in a baccalaureate program in dietetics or related field.
2. The program will promote professionalism and community service.
Normandale Community College Dietetic Technology Program Curriculum

The Dietetic Technology Program is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995; 800-877-1600, www.eatright.org) and is based on the ACEND 2017 Accreditation Standards and Core Knowledge and Competencies for the DTR.

The specialized curriculum consists of ten courses totaling 33 credits, plus completion of a Food Handler Certificate course. The Fast Track program allows students to complete the specialized courses in one year, as a full time student. After successfully completing the graduation requirements for the Associate in Applied Science (AAS) degree, you will receive a Verification Statement and be eligible to write the Registration Examination for Dietetic Technicians given by the Commission on Dietetic Registrations (CDR). In order for the student to receive a Verification Statement that will make them eligible to write the Registration Examination for Dietetic Technicians, given by The Commission on Dietetic Registrations (CDR), the students must:

* Pass all classes with a grade C or higher
* Meet ACEND Competencies and Knowledge Requirements
* Meet the NCC Dietetic Technology Technical Standards
* Meet the Student Expectations standards as evaluated by department faculty and preceptors

Upon successfully completing this exam you are allowed to use the credential, Dietetic Technician Registered (DTR). This program will transfer to a four-year Bachelor of Science degree program in Dietetics at certain universities.

During your coursework you will complete at least 450 hours of supervised practice experience. In order to participate in the supervised practice experiences, you must have the following completed prior to the start of the experiences.

* Background check
* HIPAA training
* Proof of immunizations
* CPR training
* Also, your facility may require a drug screening.

The Dietetic Technology faculty believes in hands-on learning including laboratory exercises, classroom activities, and activities at off campus clinical sites. You also have the opportunity to attend field trips, trade shows and professional meetings.

Throughout your experience at Normandale Community College you will be encouraged to develop skills in problem solving, critical thinking, writing proficiency, and information technology. To meet the challenges of a constantly changing world, life-long learning and professional participation are encouraged.
ACEND Accreditation Standards
Core Knowledge and Competencies for the DTR

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

Knowledge: Upon completion of the program, graduates are able to:
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.

Competencies: Upon completion of the program, graduates are able to:
CNNDT 1.1 Access data, references, patient education materials, consumer and other information from credible sources.
CNNDT 1.2 Evaluate information to determine if it is consistent with accepted scientific evidence.
CNNDT 1.3 Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria.
CNNDT 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.

Knowledge: Upon completion of the program, graduates are able to:
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 inter-professional relationships in various practice settings.
KNDT 2.4 Identify and describe the work of inter-professional 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.

Competencies: Upon completion of the program, graduates are able to:
CNNDT 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.
CNNDT 2.2 Use clear and effective oral and written communication.
CNNDT 2.3 Prepare and deliver sound food and nutrition presentations to a target audience.
CNNDT 2.4 Demonstrate active participation, teamwork and contributions in group settings.
CNNDT 2.5 Function as a member of inter-professional teams.
CNNDT 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.
CNNDT 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.

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

**Knowledge:** Upon completion of the program, graduates are able to:

- 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.

**Competencies:** Upon completion of the program, graduates are able to:

- 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.

**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.**

**Knowledge:** Upon completion of the program, graduates are able to:

- 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.

**Competencies:** Upon completion of the program, graduates are able to:

- 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.
Student Expectations

Students in the Dietetic Technology Program are preparing for professional careers. It is important to develop habits and positive behaviors as a student that will be assets in the professional realm. As faculty, we are often asked to give recommendations of students. The characteristics typically addressed include; dependability, maturity, enthusiasm, professionalism, interest, ability to follow directions, ability to work independently, positive attitude, leadership, team player, ability to work with others, etc. These characteristics are observed by performance in the classroom, and clinical sites. References reflect faculty observations. Attitude and behavior in school will affect you now and in your future career.

ATTITUDE

• Come to class prepared:
• Read the assigned readings before class to gain the most from class.
• Be interested, pay attention.
• Participate in discussions, ask questions, and focus on this class.
• Have a positive attitude.
• Respect everyone.
• Students are responsible for any information on the syllabus.
• Students should expect to spend at least two hours outside of class for every hour in class. Do not talk in class except during designated group work time.

ATTENDANCE

• Make your education your priority:
• Attend every class, employers expect you to come to work, professors expect you to come to class.
• If you know you will need to miss class, make arrangements with the professor ahead of time.
• Your final grade may be reduced due to excessive absences.
• Please turn off all telephones and pagers.

PUNCTUALITY

• Come to class on time. When students arrive late, they interrupt the class.

TESTS

• Tests are taken as scheduled.
• A student must notify the instructor in advance if they are unable to take a test or exam at the scheduled time. Failure to do so may result in failing that test or exam.

DEADLINES

• Due dates for assignments are deadlines.
• Do not let assignments go until the last minute when any “glitch” such as “down computer” will cause a crisis. Assignments are due at the beginning of class unless noted differently.

QUALITY OF WRITTEN WORK

Unless you are given other direction, all assignments will be neatly typed using correct paragraph and sentence structure. Correct spelling, grammar and punctuation will be used. References are cited correctly and the bibliography is in a consistent format. All papers are organized and written in a logical sequence that flows smoothly. The paper will have strong, engaging, concise sentences. Failure to follow these guidelines will result in a lower grade.
ACADEMIC INTEGRITY
The academic integrity policy of the college is found in the Normandale Community College Catalog.

SPECIAL NEEDS
Students who need special accommodations are responsible for working with the instructor and the relevant college offices. The student should speak with the instructor during the first week of class to ensure the student needs are met and a suitable plan is agreed upon. Normandale Community College has a variety of programs available for students. Please refer to the NCC catalog under Student Affairs, and see Office for Students with Disabilities.

HEALTH INFORMATION/IMMUNIZATION REQUIREMENTS
Off campus learning experiences are included in healthcare facilities and community clinics in several Dietetic courses at Normandale Community College. Faculty and students who provide direct care or interact with staff in client areas must have and be able to provide documentation of the following upon request in order to participate in these clinical experiences:

Minnesota law (M.S. 135A.14) requires that students born after 1956 and/or who graduated from a Minnesota high school before 1997 submit documentation indicating immunization for measles, mumps and rubella. An immunization form must be completed at the time of application.

- Negative tuberculosis test (Mantoux) administered and read within prior 12 months or negative chest x-ray. Students with a previously positive Mantoux result are required to submit documentation of a negative chest x-ray.
- Students must complete the Hepatitis B series prior to beginning supervised practice experience.
- All students assume the risk of exposure to infectious organisms and injury in the clinical setting.
- All students must complete a background study check. Minnesota law requires background studies on individuals who provide direct contact services to patients and residents in facilities and programs licensed by the MN Dept. of Human Services (DHS) or the MN Dept of Health (MDH). These studies are conducted each year by the DHS. An individual who is disqualified as a result of the study and whose disqualification is not set aside by the Commissioner of Health will not be permitted to participate in any clinical activities in a MN licensed health care facility. Students who are disqualified or fail to participate in the background study process will fail the course.
- A physical and immunization record
- CPR certification: students must meet the requirement of current CPR for the Healthcare Provider or CPR for the Professional Rescuer throughout their tenure in the program. Students are responsible to provide annual proof of CPR certification status to the Health Science Enrollment Manager
- Students must maintain good health throughout the Program in order to meet expected course outcomes. The Technical Standards must be met throughout the program to continue to progress. If a Technical Standard cannot be met, the student will fail the course.
- A student who is temporarily unable to meet clinical requirements, due to health issues, he/she must consult a health professional for appropriate evaluation and/or treatment. Students will be required to submit a copy of the most recent health professionals order.
- Students must meet the policy requirements of the health agencies to which they are assigned. Students who refuse to comply with the policy requirements of the health agencies to which they are assigned will fail the course.
Students will have **personal liability insurance** coverage as is established by the College. The liability insurance fee is attached to the Dietetic supervised practice courses, and is included with DIET student’s tuition and fees. Students are responsible for purchasing **their own medical insurance** each year they are in the Dietetic Technology Program and when they are readmitted to the Program during the year.

In the event of injury or illness while at your facility, immediately contact your preceptor and refer to the facility policy on reporting your injury or illness. However, if it is a life threatening event, call 911. You are responsible to obtain your own medical care and any costs incurred therefore, you should carry personal medical insurance. Contact your preceptor at your earliest convenience to notify them of the event.

If required, the student will need to pass a drug screening.

**TRANSPORTATION**

Students are responsible for their own transportation to supervised practice sites, field trips and required observations. Students must provide evidence of automobile liability insurance. Please refer to the NCC College catalog for information about bus service or Ride Share options.

**PROGRAM COSTS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>See current NCC schedule</td>
</tr>
<tr>
<td>Books</td>
<td>$700 to $800 per semester</td>
</tr>
<tr>
<td>Lab Coat</td>
<td>Approximately $40.00</td>
</tr>
<tr>
<td>Professional Meeting Registration</td>
<td>$50 - $100 per year</td>
</tr>
<tr>
<td>Misc. Supplies</td>
<td>$100</td>
</tr>
<tr>
<td>AND Student Membership (required)</td>
<td>$50</td>
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</table>
HIPAA REQUIREMENT
Prior to beginning of the first internship, students must complete the Health Insurance Portability and
Accountability Act (HIPAA) training. This annual training can be done at the following web site:
http://HIPAACourses.DHS.state.mn.us

Directions
The new web address for your HIPAA course: http://HIPAACourses.DHS.state.mn.us The
top of the page will read: Minnesota Department of Health, e-Learning Course

You will have an option to choose a course, select Protecting Information Privacy

Press enter

On the next screen you will scroll down to the bottom of the page and select: I am a guest.

Press enter

You will then receive instructions on how to go through the course.

After you take the learning assessment you will receive a score, please print the certificate/score page and
turn in to Enrollment Manager with this verification sheet. You must receive a score of 77% or greater.

I verify that I have completed the HIPAA training on the following web site:
http://HIPAACourses.DHS.state.mn.us

Student name (please print)_________________________ Tech ID__________

Student Signature_____________________________________________

Date_________________________________________________________
PORTFOLIO
During NUTR 1259 you will be given a portfolio checklist to set up your professional portfolio. You will place examples of your best work in the portfolio. During your final supervised practice experience, NUTR 2272, you will submit a written portfolio reflection paper with the completed portfolio. The portfolio will be reviewed by program faculty. In addition to the portfolio and exit interview, additional assessment will occur which includes the end of program student evaluation, and regular course evaluations from instructors and clinical preceptors.

GRADUATION PROCESS
Once you have registered for Spring Semester, you should schedule an appointment with an academic counselor to verify that you have met all degree requirements. Graduation applications are due by July 1 for summer graduation, by October 15 for fall graduation and by February 15 for Spring graduation. You will have the choice to walk at the spring graduation ceremony; however, your official graduation date will be the last day of Summer Session II.

Formal graduation ceremonies are held once a year in May. You may participate in graduation ceremonies if you are in your final semester of coursework. For further information, call 952-358-8823 or email graduation@normandale.edu. More details can be found by visiting the college website: www.normandale.edu\current\?choice=graduation
**TECHNICAL STANDARDS**
These technical standards are required abilities for effective performance in the Normandale Community College Dietetic Technology Program. The standards are compatible with the Scope of Practice as defined by the Academy of Nutrition and Dietetics. The examples show how a standard may be applied in the Dietetic Technology program. The examples listed are for illustrative purposes only, and not intended to be a complete list of all tasks in the Dietetic Technology program. Reasonable accommodations to meet standards may be available for otherwise program-qualified individuals with disabilities. Contact the college/university’s Disability Services Office as soon as possible for more information if you think you may need an accommodation for a disability.

**Technical Standards For The Normandale Community College Dietetic Technology Program**

**Category I: Motor Skills**

<table>
<thead>
<tr>
<th>Capability</th>
<th>Standard</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motors Skills</td>
<td>Ability to sufficiently maintain a center of gravity when met with an opposing force as in lifting heavy objects</td>
<td>Reach, manipulate, and operate equipment</td>
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<tr>
<td></td>
<td></td>
<td>Perform/use electronic documentation</td>
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<tr>
<td></td>
<td></td>
<td>Lift, carry, push and pull objects of a variety of weights and sizes</td>
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<tr>
<td></td>
<td></td>
<td>Perform CPR</td>
</tr>
<tr>
<td>Mobility</td>
<td>Ability to sufficiently maintain a center of gravity when met with an opposing force as in lifting</td>
<td>Navigate around a patient room</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lift a child</td>
</tr>
<tr>
<td>Activity Tolerance</td>
<td>Ability to tolerate lengthy periods of physical activity</td>
<td>Move quickly and/or continuously</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tolerate long periods of standing, sitting or walking</td>
</tr>
</tbody>
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**Category II: Communication**

<table>
<thead>
<tr>
<th>Capability</th>
<th>Standard</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Ability to communicate in English with others in oral and written form sufficiently for teaching/learning and for interactions with other</td>
<td>Read, understand, write and speak English</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Communicate with clients and members of the health care team in order to plan and deliver safe care</td>
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<tr>
<td></td>
<td></td>
<td>Explain treatment procedures to clients</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Initiate and/or reinforce health teaching with clients</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Document client responses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clarify communication received with client</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Ability to interact with clients, families, staff, peers, instructors and groups from a variety of social, emotional, cultural and intellectual backgrounds</td>
<td>Respond in a professional/therapeutic manner to clients who may be angry, upset, unhappy or ambivalent</td>
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<tr>
<td>Relationships</td>
<td></td>
<td>Manage group/classroom discussions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintain cordiality with facility staff</td>
</tr>
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### Category III: Senses

<table>
<thead>
<tr>
<th>Capability</th>
<th>Standard</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to hear normal conversation and/or assess nutrition needs</td>
<td>Ability to hear the telephone and other media and communicate with clients, families and colleagues</td>
</tr>
<tr>
<td>Vision</td>
<td>Visual ability sufficient for observation, assessment, and performance of safe nutritional care</td>
<td>Observe client responses, Read equipment instructions and safely manipulate equipment, Evaluate for a safe environment</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for evaluation of food, inclusive of size, shape, temperature and texture</td>
<td>Ability to taste, sense and distinguish between flavors, temperatures and textures of foods</td>
</tr>
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### Category IV: Psychosocial

<table>
<thead>
<tr>
<th>Capabilities</th>
<th>Standard</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychosocial Behaviors</td>
<td>Ability to exercise good judgment and the prompt and safe completion of all responsibilities</td>
<td>Maintain client confidentiality, Respond and be flexible to changing client behavior, Prepare and taste all foods included in curriculum</td>
</tr>
</tbody>
</table>

### Category V: Environmental Adaptability

<table>
<thead>
<tr>
<th>Capabilities</th>
<th>Standard</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Adaptability</td>
<td>Ability to tolerate environmental stressors</td>
<td>Work with chemicals and detergents, Tolerate exposure to odors, varied temperatures and noise levels, Work in close proximity to others, Work in areas of potential physical violence, Work with infectious agents and blood-borne pathogens</td>
</tr>
</tbody>
</table>

Adapted from the Nursing Education Technical Standards for use by Normandale Dietetic Technology program August, 2010
PROFESSIONAL PERFORMANCE AGREEMENT

As a professional providing service to others, the Dietetic Technician must be sensitive to the value of human dignity. This value is demonstrated by sensitivity to the well-being of others and honesty in all endeavors. Specific behaviors which support these values include maintenance of confidentiality and honesty concerning personal, academic and patient care information, and the demonstration of respect for the welfare of others.

Students enrolled in the Normandale Community College Dietetic Technology Program are ambassadors for the college and for the profession of dietetics. Professional conduct expected of students is evidenced in behaviors which represent:

1. Ethical conduct
2. Integrity and honesty
3. Respect for oneself, others, and the right of privacy.
4. Appearance and communication consistent with a healthcare professional
5. Non-judgmental behavior in interpersonal relationships with peers, supervisors, clients and families.
6. Punctual attendance at all program scheduled activities and adherence to deadlines set by the faculty in regards to tests and assignments.

With the passage of the Health Insurance Portability and Accountability Act (HIPAA) in 1996, the privacy rules to all health information has gained even greater importance for all workers in the healthcare field. Protected health information is any information that identifies an individual or could create a reasonable basis to believe the information could be used to identify an individual. It includes patient name, address, age, social security number, health histories, treatments and medications, or any identification that an individual is a patient. This information can be in any form-verbal, written and electronic.

Students are expected to respect and safeguard these privacy rules and agree to keep all patient information confidential. A breach of confidentiality may result in dismissal from the Normandale Community College Dietetic Technology Program.

I have been provided with the NCC Student Handbook, have read the policies and understand that I, as a NCC Dietetic Technology student, must comply with these policies.

Dietetic Student Signature _____________________________________________________

Dietetic Student Printed Name __________________________________________________

Date ___________________________
PROGRAM POLICIES

CONFLICT RESOLUTION
All dietetic technology students have the opportunity, through a conflict resolution process, to resolve Dietetic Program-related problems. The conflict resolution process refers to the means of which Normandale Community College facilitates acceptable relations between dietetic technology student and Program faculty and preceptors and prevents retaliation. The process is a coordinated effort by all involved and its outcome is focused on improved understanding.

Conflict Resolution Procedure:
• The dietetic technology student is encouraged to voice his/her concern to relevant instructor or preceptor.

• If the issue is not resolved with the instructor/preceptor or the conflict involves the preceptor, the student intern is encouraged to discuss the issue with the Program Director.

• If moving beyond the Program Director is necessary, a final appeal in the form of a written grievance may be made to the Dean of the Health Sciences Division.

• Should a dietetic technology student feel that the Normandale Community College Dietetic Technology Program lacks integrity and fails to fulfill the Standards of Education upon which the program was designed; a written grievance may be made to the Chair of the Accreditation Council for Education in Nutrition and Dietetics. It is important that the appropriate grievance/complaint procedure outlined by ACEND is followed. To locate the complaint procedures and “Complaint Investigation Form” go to http://www.eatright.org/ACEND/content.aspx?id=7975

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

• A copy of the accreditation/approval standards and/or ACEND’s policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation Team at The American Dietetic Association, 216 W. Jackson Blvd., Chicago, IL 60606-6995 or by calling 800/877-1600, ext. 4872.
STUDENT ACHIEVEMENT
Student grades are evaluated after each semester. A grade of C or higher is required to continue in the program. Students who do not achieve a grade of C will be required to perform remedial work to improve their standing in the class. The course grade will be re-evaluated upon completion of remedial work and the grade will be adjusted at the discretion of the instructor.

If performance is not up to standard, the following steps will be taken.
1. The student will meet with the instructor to discuss problem areas.
2. A Remediation plan will be devised.
3. The student is responsible for successfully meeting the criteria outlined in the Remediation plan within the specified time frame. The timeline is determined at discretion of instructor.
4. Students are limited to one opportunity to meet specified standard.
5. Students not completing Remediation plan will be terminated from the program.
(See Appendices 4-7 for Concern form, Remediation and Readmission Forms)

ASSESSMENT OF PRIOR LEARNING
Persons desiring credit for prior learning will be individually assessed by the appropriate course instructor prior to entering the program. An Academic Petition will need to be completed. Once approved, the curriculum will be adjusted as appropriate.

EVALUATION OF TRANSFER CREDITS (see Normandale College Catalog)
Normandale Community College will grant equivalent credit from all regionally accredited colleges and universities and will award credit for non-collegiate work in accordance with existing College policy. Official documentation (such as official transcripts or score reports) is required.

Students who wish to transfer their credits from other post-secondary institutions must submit an official transcript to the Normandale Community College Record Office prior to graduation (students are strongly encouraged to also request a copy of their own records). Students who have attended more than one college must request official transcripts from each college they attended. Hand-carried transcripts will be accepted as official only if they are in a sealed envelope bearing the other college’s letterhead.

The Records Office evaluates the transcript to determine the number of credits that will be accepted in transfer and applies it to the student’s record after the tenth day of the term. The Counseling faculty evaluates the transcript for degree planning purposes, either during orientation or by appointment after the student has enrolled at Normandale Community College degree requirements and which requirements are remaining.

Appeals or clarification of the transcript evaluation are done by completing the Academic Petition form, available in the Counseling Department. The Academic Petition will be reviewed by an academic dean and, if appropriate, the academic department. Notification of the outcome will be mailed to the student within approximately fifteen days of the date the petition was received.

Normandale Community College does not release copies of transcripts from other institutions.
ASSESSMENT OF STUDENT LEARNING
Student learning is assessed continuously throughout the program by a variety of methods including (but not limited to):

- Exams, case studies, individual/group projects, oral presentations, role playing, critical thinking discussions, preceptor evaluations (see appendices 1-3 for forms) and on-site feedback from faculty and preceptors.

VERIFICATION STATEMENTS
A Verification Statement will be given to Dietetic Technology major who has satisfactorily completed the major courses, required supporting work, and core courses required by the college and received an AAS Degree. The student must earn a C or better in all Dietetic courses and complete the required sanitation course. In addition, in their last semester, students will submit and receive faculty approval on a portfolio and written reflection. A student who has not earned a C or better in all courses, will not receive a Verification Statement.

A Verification Statement is an important document and needs to be kept in a safe place. The signature of the Dietetic Technology Program Director verifies a student has successfully completed all requirements for the Dietetic Program and an Associate in Applied Science Degree. Within one month of graduation, graduates who have completed all requirements will receive copies of the verification form. This is required to establish eligibility for the DTR Registration Examination.

DRESS CODE
Appropriate attire and professional conduct are expected in supervised practice sites, on field trips, and while attending professional meetings.
1. Dress pants or Khaki pants. No blue jeans, shorts or scrubs, unless permitted by facility
2. Dresses and skirts are allowed, but no mini length garments. Denim skirts are allowed but not in the mini length.
3. Blouses, sweaters or knit shirts are allowed. No crop tops, tight sweaters or revealing necklines.
4. Jewelry should be subtle. No dangling earrings. In kitchen setting, only a watch and wedding ring are permitted.
5. Hair should be neat and if long, pulled back. Hairnets or bonnets are required in the kitchen.
6. Shoes may include clean polished walking shoes or dress shoes. No open toes or heels allowed in the kitchen. Socks or hose must be worn as appropriate.
7. Gum chewing is not allowed at clinical sites and field trips.

PRACTICE SITE PARTICIPATION
Students are expected to participate in activities at their practice site and this may include tasks usually performed by paid employees, for example, washing dishes. However, should this be a repeated request, the student should inform preceptor and/or instructor as the student should be participating in a variety of activities.
The college catalog (available on-line at www.normandale.edu) and handbook provides students with a wealth of information. Some specific resources which you may find useful include:

- Statement of Non-discrimination: Catalog page 146-147
- Student Code of Conduct: Catalog Pages 151-153
- Withdrawal and refunds of tuition and fees: Catalog Pages 16-18, 29-30
- Scheduling and Academic Calendar: See a current schedule
- Protection of Privacy Information: Catalog Pages 39-40
- Access to Personal Files: Catalog Page 39-40
- Access to Student Support Services: Catalog Pages 23-27
- Financial Aid: Catalog pages 20-22
- Student Complaints: Catalog Pages 35-36
- College Admissions, Dismissal: Catalog Pages 28-34
- Suspension, readmission procedures: Catalog Pages 31-34
Professional Memberships/Opportunities/Scholarships/Stipends

Academy of Nutrition and Dietetics
You are required to become a student member of AND. Student fees for membership are $50/year. You need to have the signature of the Program Director to verify your student status. Please visit www.eatright.org to obtain further information about membership benefits. Student AND members can transfer their membership to active status upon graduation for $100. If you do plan to transfer membership later, the fee is $200, plus a $25 processing fee. When you become an AND member, you also have the option of joining various practice groups, based on your areas of interest or professional practice. Practice group dues run an extra $20-30 per year. Please note that AND membership is required.

Commission on Dietetic Registration
This is the credentialing agency of AND, which determines your eligibility to take the exam, and maintains your registration records and status as a DTR. After passing the exam, you will be billed $50 per year to maintain your DTR status. DO NOT LET THIS DROP!!!! If you fail to pay it, you will need to retake the exam.

Other local memberships
Minnesota Academy of Nutrition and Dietetics (MAND): you are automatically a member of MAND, if you become an AND member. MAND holds a two day annual meeting in the spring every year. You can find a list of continuing education opportunities on their website. MAND-TC: No membership is required. 4 CE meetings are held per year that will cost $10 each for AND/MAND members and $20 for non-members. Each meeting provides 2 CEUs.

Continuing Education
As a DTR, you will be required to earn 50 hours of Continuing Professional Education every five years. You will receive information once you pass the DTR exam on how to prepare your portfolio for continuing education.

Phone Numbers:
MAND Job line: www.eatrightmn.org
CDR 1-800-877-1600 ext. 5000
ACEND Scholarships
In order to be eligible for the ACEND scholarship you must meet the following criteria: Be in your first year of study in an ACEND-accredited dietetic technician program, Show evidence of leadership and academic ability, be a US citizen or permanent resident and be an AND member.

Other Scholarships
AND, through its many association groups, offers a variety of scholarships and educational stipends to individuals pursuing undergraduate and advanced degrees in dietetics or food and nutrition related areas. General scholarship and educational stipend information from the Academy of Nutrition and Dietetics Foundation, the dietetic practice groups and affiliate (state) and district dietetic associations can be accessed from the respective group’s information listed on this site.

Academy Foundation’s Student Stipend Program:
This is designed to help active Academy student members attend FNCE”. The Foundation is able to give student stipends every year thanks to the generosity of DPGs, state affiliates and individual Academy members. For information about how to apply for a student stipend go to http://www.eatright.org/FNCE/content.aspx?id=6442470669 or contact Amy Donatell at adonatell@eatright.org.
Appendix 1

Dietetic Technology Supervised Practice Evaluation Form

Student Name: _________________ Date: _______ Site: __________________

Part I: INITIATIVE AND PROFESSIONALISM

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Exceeds Expectation</th>
<th>Meets Expectation</th>
<th>Does Not Meet Expectation</th>
<th>N/A or Did Not Observe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal and professional</td>
<td>Establishes collaborative relationships with patients, residents and other health</td>
<td>Sometimes establishes collaborative relationships.</td>
<td>Seldom establishes collaborative relationships with</td>
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<tr>
<td>interaction</td>
<td>interaction</td>
<td></td>
<td>others.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demonstrates initiative by proactively developing solutions to problems.</td>
<td>At times shows initiative.</td>
<td>Does not demonstrate initiative toward solving</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>problems.</td>
<td></td>
</tr>
<tr>
<td>Dependability/Responsibility</td>
<td>Seeks additional responsibility.</td>
<td>Follows through on assigned responsibilities.</td>
<td>Fails to follow through on assigned responsibilities.</td>
<td></td>
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<tr>
<td>**</td>
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<tr>
<td></td>
<td>Needs minimal supervision.</td>
<td>Needs some supervision.</td>
<td>Needs frequent or constant supervision.</td>
<td></td>
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<tr>
<td></td>
<td>Makes good use of time and resources to meet goals and deadlines.</td>
<td>Usually makes good use of time and resources.</td>
<td>Does not make good use of time and resources.</td>
<td></td>
</tr>
<tr>
<td>Organizational skills</td>
<td></td>
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<tr>
<td></td>
<td>Arrives on time, maintains scheduled hours and is prepared to participate in</td>
<td>Usually arrives on time and maintains scheduled hours.</td>
<td>Frequently arrives late or unprepared. Does not call if unable to be there.</td>
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<tr>
<td></td>
<td>clinical activities.</td>
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<tr>
<td>Punctuality **</td>
<td></td>
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<tr>
<td></td>
<td>Demonstrate respect for life experiences, cultural diversity and educational</td>
<td>Demonstrates cultural sensitivity much of the time.</td>
<td>Culturally insensitive or inappropriate.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>background.</td>
<td></td>
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</tr>
<tr>
<td>Sensitivity</td>
<td>Refrains from discussing confidential matters in public areas.</td>
<td>Usually refrains from discussing confidential</td>
<td>Inappropriately discusses confidential matters.</td>
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<td></td>
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<td>matters in public areas.</td>
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<tr>
<td>Confidentiality **</td>
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<tr>
<td>On Task</td>
<td>Refrains from irrelevant chatter. Is focused on tasks.</td>
<td>Usually refrains from irrelevant chatter. Usually focused on task.</td>
<td>Engages in irrelevant chatter, or needs reminders. Unfocused.</td>
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<td>---------------------------------------------</td>
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<td>--------------------------------------------------------------</td>
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</tr>
<tr>
<td><strong>Characteristic</strong></td>
<td><strong>Exceeds Expectation</strong></td>
<td><strong>Meets Expectation</strong></td>
<td><strong>Does Not Meet Expectation</strong></td>
<td></td>
</tr>
<tr>
<td>Ethics, scope of practice**</td>
<td>Adheres to regulations and standards of facility. Follows Code of Ethics for Profession of Dietetics.</td>
<td>Most often follows facility standards and Code of Ethics.</td>
<td>Deviates from facility standards and/or Code of Ethics.</td>
<td></td>
</tr>
<tr>
<td>Teamwork</td>
<td>Actively participates in teamwork and contributes in group settings.</td>
<td>At times participates, but needs encouragement.</td>
<td>Does not participate actively in teamwork or contribute to group settings.</td>
<td></td>
</tr>
</tbody>
</table>

** Must at least “meet expectations” for “starred” category and any subcategories to successfully complete this supervised practice experience.

**Part II: Communication Skills**

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Exceeds Expectation</th>
<th>Meets Expectation</th>
<th>Does Not Meet Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountability</td>
<td></td>
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<tr>
<td>Client visits **</td>
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</tr>
<tr>
<td>Written reports/nutrition assessments **</td>
<td>Completes pt. visitation reports thoroughly, Pt./client visitation notes generally neatly</td>
<td>Unable to complete visitation notes per facility protocol.</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------</td>
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<td>--------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Characteristic</strong></td>
<td><strong>Exceeds Expectation</strong></td>
<td><strong>Meets Expectation</strong></td>
<td><strong>Does Not Meet Expectation</strong></td>
</tr>
<tr>
<td>Charting **</td>
<td>Demonstrates proficiency at chart notes.</td>
<td>Chart notes are relevant and concise.</td>
<td>Chart notes incomplete or improperly done.</td>
</tr>
<tr>
<td>Counseling</td>
<td>Demonstrates proficiency with nutrition counseling.</td>
<td>Instructions or explanations are appropriate to level and needs of client.</td>
<td>Lacks ability to explain diet information to clients.</td>
</tr>
<tr>
<td><strong>Part III: Applying Food and Nutrition Knowledge</strong></td>
<td>Can partially tailor information to client background.</td>
<td>Unable to individualize instructions to clients.</td>
<td></td>
</tr>
<tr>
<td>Critical Thinking **</td>
<td>Consistently able to arrive at satisfactory decision regarding patient/client needs.</td>
<td>Usually able to formulate satisfactory decision regarding patient/client nutritional needs</td>
<td>Seldom able to arrive at satisfactory decision regarding patient/client needs.</td>
</tr>
<tr>
<td>Reference materials</td>
<td>Exceptional use of dietetic resources.</td>
<td>Appropriate use of dietetic resources.</td>
<td>Does not routinely use dietetic resources.</td>
</tr>
<tr>
<td>Calorie Counts</td>
<td>Exhibits precision and accuracy of calorie counts and other nutrient assessments.</td>
<td>Calorie and nutrient assessments usually done accurately.</td>
<td>Calorie and nutrient assessments are incomplete or inaccurate.</td>
</tr>
<tr>
<td>Client and customer services **</td>
<td>Performs nutritional screens and identifies clients to be referred to R.D.</td>
<td>Can partially perform nutrition screens/refer clients.</td>
<td>Does not consistently perform screens or refer clients.</td>
</tr>
<tr>
<td>Characteristic</td>
<td>Exceeds Expectation</td>
<td>Meets Expectation</td>
<td>Does Not Meet Expectation</td>
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<td>----------------------------------------------------</td>
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<tr>
<td>Performs selected activities of the Nutrition Care Process under supervision of R.D.</td>
<td>Usually able to perform some of activities of Nutrition Care Process.</td>
<td>Not able to perform activities of Nutrition Care Process. Collects irrelevant data.</td>
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</tr>
<tr>
<td>Collects pertinent data for inclusion into nutrition assessment.</td>
<td>Collects some data for nutrition assessment.</td>
<td>Unable to collect much data for nutrition assessment.</td>
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<tr>
<td>Compares data collected to established criteria.</td>
<td>Usually compares data to established criteria.</td>
<td>Does not usually compare data to established criteria.</td>
<td></td>
</tr>
</tbody>
</table>

** Must at least “meet expectations” for “starred” category and any subcategories to successfully complete this supervised practice experience.

** Comments:**

What suggestions do you have to improve this experience?
Appendix 2
Dietetic Technician Supervised Practical Experience Evaluation of Student by Preceptor NUTR 1271

Date: _______                  Student: ________________
Facility: ______________     Preceptor: _______________

Purpose: To assist the student toward achievements by obtaining preceptors’ views of student’s personal growth during his or her SPE.

Directions: Check the column which best measures student’s level. Use the space provided for additional comments. The student must achieve 80% or greater than 104 points to pass DIET 1271

Usually = 5 points
Sometimes= 3 points
Seldom = 1 point

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Usually</th>
<th>Sometimes</th>
<th>Seldom</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Always on time, notifying if absent, arranging make up time</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>b. Keeps supervisor informed of whereabouts</td>
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<tr>
<td>c. Completes assignments on time</td>
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<tr>
<td>d. Manages time efficiently and effectively</td>
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<tr>
<td>e. Is appropriately dressed and groomed</td>
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<tr>
<td>f. Observes rules and regulations of facility or agency</td>
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<tr>
<td>g. Refrains from discussing confidential matters in public areas</td>
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<tr>
<td>h. Refrains from irrelevant chatter</td>
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<tr>
<td>i. Listens to instructions, asks relevant questions</td>
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<td>j. Has respect for ideas, feelings and the time of others</td>
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<tr>
<td>k. Uses patience and tact</td>
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<tr>
<td>l. Accepts instructions and constructive criticism and makes necessary adjustments</td>
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<tr>
<td>m. Assumes responsibility for going ahead on his/her own</td>
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<td>n. Makes successful adjustments to new and changing situations</td>
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<td>o. Readily undertakes any task requested in area of responsibility</td>
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<td>p. Makes correct decisions within sphere of authority</td>
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<tr>
<td>q. Demonstrates interest in new learning experiences</td>
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<td>--------------------------------------------------</td>
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<tr>
<td>r. Makes good use of all available resources in the department</td>
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<tr>
<td>s. Plans ahead</td>
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<tr>
<td>t. Self confident, but not over confident</td>
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<tr>
<td>u. Practiced Safe Food Handling techniques</td>
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<td>v. Operated kitchen equipment with limited supervision</td>
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<tr>
<td>w. Participated in Quantity food production including tray line, portion control, food service and inventory control with limited supervision</td>
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<tr>
<td>x. Complied with policies and procedures of facility</td>
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<tr>
<td>y. Maintained employee confidentiality</td>
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<tr>
<td>z. Worked independently</td>
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</tbody>
</table>

What would you consider to be the strengths of this student?

What do you consider to be areas for improvement for this student?

Did you review this evaluation with your student? If not, why?

Evaluator's Signature: ________________________________
Appendix 3

Dietetic Technician Supervised Practical Experience
Evaluation of Student by Preceptor NUTR 2272

Date: ____________          Student: ________________
Facility: ________________        Preceptor: ________________

Purpose: To assist the student toward achievements by obtaining preceptors’
views of student’s personal growth during his or her SPE.

Directions: Check the column which best measures student’s level. Use the space provided
for additional comments. The student must achieve 80% or greater than 55
points to pass. Usually = 3 points, Sometimes = 2 points, Not often = 1 points.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Usually</th>
<th>Sometimes</th>
<th>Seldom</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Always on time, notifying if absent, arranging make up time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Keeps supervisor informed of whereabouts</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>c. Completes assignments on time</td>
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<td>d. Manages time efficiently and effectively</td>
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<tr>
<td>e. Is appropriately dressed and groomed</td>
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<tr>
<td>f. Observes rules and regulations of facility or agency</td>
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<tr>
<td>g. Refrains from discussing confidential matters in public areas</td>
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<td>h. Refrains from irrelevant chatter</td>
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<tr>
<td>i. Listens to instructions, asks relevant questions</td>
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<td>j. Has respect for ideas, feelings and the time of others</td>
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<td>k. Uses patience and tact</td>
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<tr>
<td>l. Accepts instructions and constructive criticism and makes</td>
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</tbody>
</table>
What would you consider to be the strengths of this student?
What do you consider to be areas for improvement for this student?

Did you review this evaluation with your student? If not, why?

Evaluator’s Signature: __________________________________
APPENDIX 4
Student Classroom/Clinical Concern Form
Normandale Community College
Dietetic Technology Program

Student Name: _______________________________________

E-mail Address:_______________________________________

Phone Number(s):_____________________________________

Complete Address:_____________________________________

Tech ID #:        _______________________________________

Concern: Be specific – Use dates, time, places, who, what, where, why, when, how. Be factual, accurate, and not emotional.

Resolution sought – Explain exactly what you are seeking.

Student Signature _________________________________ Date _____________
### Remediation Plan Template
#### Normandale Community College
#### Dietetic Technology Program

<table>
<thead>
<tr>
<th>Student Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor:</td>
</tr>
<tr>
<td>Course:</td>
</tr>
<tr>
<td>Semester/Year:</td>
</tr>
<tr>
<td>Date:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Outcomes/Technical or Professional Standard Not Being Met</th>
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<table>
<thead>
<tr>
<th>Supervised Practical Experience Objective Not Being Met (if applicable to concern)</th>
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<table>
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<tr>
<th>Area of Identified Concern</th>
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<tr>
<th>Expected Changes for the Duration of the Course</th>
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<tr>
<th>Activities to be Implemented to Meet Course Outcomes</th>
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</table>

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<thead>
<tr>
<th>Consequence if Expected Changes in Behavior are not Met</th>
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<table>
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<tr>
<th>Scheduled follow-up meeting will be held:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student ________________________________</th>
<th>Date ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor ______________________________</td>
<td>Date ____________</td>
</tr>
</tbody>
</table>
Appendix 6

Readmission Request Form
Normandale Community College
Dietetic Technology Program

Student is to complete and return to Health Sciences Enrollment Manager
DEADLINES: FALL ADMISSION - APRIL 1; SPRING ADMISSION – OCTOBER 1

• NOTE: Students applying for re-admission to the Dietetic Technology program must follow the guidelines in place for general new admissions at the time of the application. In addition to completing the new application form, students are expected to complete the Student Readmission Plan found in the appendix of the Student Handbook.
• Students may apply for readmission to the Dietetic Technology program one time only.
• If more requests for readmission are received than space available the policy regarding ranking and assignment of remaining seats currently listed in the Student Handbook will be using to determine acceptance into the program.
• The Director of the Dietetic Technology Program or designee will notify accepted applicants.
• This policy is effective for students requesting readmission to the program beginning Spring Semester 2014

Readmission Request Form

Last Name________________________First___________________MI_____Maiden__________________
Address___________________________ City ______________________ State _____ Zip _________
Home Phone (_____)______________Work Phone (_____)__________Cell Phone (_____)___________
E-Mail address_______________________________________________________________
Tech ID #_______________________
Readmission requested for Fall Semester or Spring Semester (circle one) of _______________ year
Course Title Where You Plan to Re-Enter _____________________________________________
Last semester attended Fall or Spring Semester (circle one)__________________ year

Students Signature ______________________________________ Date ______________

- 34 -
Enrollment Manager Complete:
Dietetic Technology Program Requirements (list courses satisfactorily completed) _____________________________

GPA ________

Signature_____________________________   Date_____________

Program Director Complete

Interview Completed _______ Copy of Student Readmission Plan Reviewed _______

Signature_____________________________    Date______________

Action of the Re-admission Committee:

_____Approved                       _____Approved with Conditions *                    _____Denied*

Conditions/Remarks*

Dietetic Technology Course Placement_______________________  Fall or Spring Semester (circle one) ____________ Year

Signature of Committee Chair_________________________________           Date _________________
Appendix 7

Student Readmission Plan
Normandale Community College
Dietetic Technology Program

Student Name: _______________________________________

Tech ID #:        _______________________________________

**Identify Areas that Contributed to Not Being Successful in the Dietetic Technology Program**
*(be specific):*

**Specifically Describe Activities and Actions that will be implemented to Ensure Success if Readmitted**

Student Signature ________________________________ Date ____________

Review by Program Director

Signature ________________________________ Date ____________

**Action of the Admission Committee**

_____ Accepted as Written

_____ Accepted with the following changes:

_____ Denied (include reason for denial):

Signature of Committee Chair ________________________________ Date ____________

Appendix 8
PROFESSIONAL PERFORMANCE AGREEMENT

As a professional providing service to others, the Dietetic Technician must be sensitive to the value of human dignity. This value is demonstrated by sensitivity to the well-being of others and honesty in all endeavors. Specific behaviors which support these values include maintenance of confidentiality and honesty concerning personal, academic and patient care information, and the demonstration of respect for the welfare of others.

Students enrolled in the Normandale Community College Dietetic Technology Program are ambassadors for the college and for the profession of dietetics. Professional conduct expected of students is evidenced in behaviors which represent:

1. Ethical conduct
2. Integrity and honesty
3. Respect for oneself, others, and the right of privacy.
4. Appearance and communication consistent with a healthcare professional
5. Non-judgmental behavior in interpersonal relationships with peers, supervisors, clients and families.
6. Punctual attendance at all program scheduled activities and adherence to deadlines set by the faculty in regards to tests and assignments.

With the passage of the Health Insurance Portability and Accountability Act (HIPAA) in 1996, the privacy rules to all health information has gained even greater importance for all workers in the healthcare field. Protected health information is any information that identifies an individual or could create a reasonable basis to believe the information could be used to identify an individual. It includes patient name, address, age, social security number, health histories, treatments and medications, or any identification that an individual is a patient. This information can be in any form-verbal, written and electronic.

Students are expected to respect and safeguard these privacy rules and agree to keep all patient information confidential. A breach of confidentiality may result in dismissal from the Normandale Community College Dietetic Technology Program.

I have been provided with the NCC Student Handbook, have read the policies and understand that I, as a NCC Dietetic Technology student, must comply with these policies.

Dietetic Student Signature

Dietetic Student Printed Name

Date