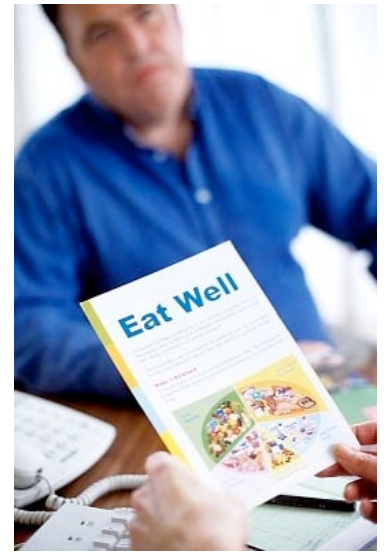


**Paradise Valley Community College
and
Chandler-Gilbert Community College**

Dietetic Technology Consortium Program



STUDENT MANUAL

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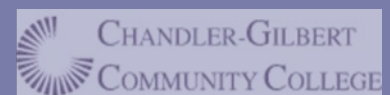
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**DIETETIC TECHNOLOGY CONSORTIUM PROGRAM
STUDENT MANUAL**

TABLE OF CONTENTS

Overview of Program

Introduction	4
New Student Orientation Checklist	5
Program Mission and Philosophy Statements	6-8
Program Goals and Outcome Measures.....	9
Program Description.....	10
Job Description and Opportunities	10

Program Advisement

Associate in Applied Science Degree in Dietetic Technology Curriculum	11-13
Scheduling of Classes.....	13
PVCC Recommended Course Sequence for Full-time Students.....	14
CGCC Recommended Course Sequence for Full-time Students	15
PVCC Recommended Course Sequence for Part-time Students.....	16
CGCC Recommended Course Sequence for Part-time Students	17
Transfer of Credits.....	18
Credit by Evaluation.....	18
Recency of Education.....	18

Continuing Education and Professional Growth Opportunities

Articulation with a Didactic Program in Dietetics (DPD) degree.....	18
Articulation with Arizona State University (ASU)	18
Dietary Managers Association (DMA) credentials.....	18-19

Admissions and Registration

Admission and Registration..... 19

Student Tuition and Fees 19

Withdrawal and Refund of Tuition and Fees..... 19

General Information on Practicums

Scheduling 20

Attendance 20

Professional Dress 20-21

Travel 21

Site Placement and Requirements for Practicum Courses..... 21-22

Liability Insurance 22

Accidents, Injury or Illness..... 22

Evaluation 22

Attitude, Professional Conduct, Code of Ethics and Process for
Consideration of Ethical Issues..... 22-23

American Dietetic Association Membership and Continuing Education

Affiliate Membership in the American Dietetics Association..... 23-24

Mandatory Dietetics Meeting/Workshop Requirement..... 23-24

Program Costs, Scholarship Information, and Student Support

Estimated Costs of Program 23

Financial Aid and Scholarships 23-24

Project Ayuda (AmeriCorps)..... 24

Student Support Services..... 24

Student Nutrition and Dietetics Club.....24

Graduation

Graduation Requirements.....25

Verification Forms for ADA Exam Registration and Membership.....25-26

General College and Program Information

PVCC / CGCC Accreditation.....25-26

Accreditation of Dietetic Technology Program.....25

Other College and Program Policies and Procedures 26-29

Statement of Equal Opportunity 26

Protection of privacy of information 26

Access to personal files 26

Grievance procedures 27

Disciplinary probation and suspension procedures..... 28

Disciplinary Removal from Class..... 28

Vacation, holiday, and absence policies.....28-29

APPENDICES: Signature Forms.....30

Receipt of Handbook A

Release of Information B

Voluntary Assumption of Risk & Release of Liability C

Student Confidentiality Agreement D

Code of Ethics & Process for Consideration of Ethics Issues E

Introduction

Congratulations on your decision to pursue a career in dietetics, and welcome to the Dietetic Technology Consortium Program offered jointly by Paradise Valley Community College (PVCC) and Chandler-Gilbert Community College (CGCC). The program is an Associate in Applied Science (AAS) degree emphasizing medical nutrition therapy and food service management. It is designed to help you acquire the knowledge and skills foundation to work in dietetics through the integration of classroom learning and 466 hours of supervised practice. Emphasis is placed on the development of communication and human relations techniques to help insure professional success.

The Dietetic Technology Consortium Program is accredited by the Commission on Accreditation for Dietetics Education (CADE) of The American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312-899-0040 ext. 5400. Upon successful completion of the program, you will be eligible to take the Registration Examination of the Commission on Dietetic Registration (CDR). A passing score is required to become a Dietetic Technician, Registered (DTR).

The information in this manual serves as a guide to our program. It will be useful throughout the pursuit of your degree. If at any time you have questions or need assistance, please contact your Program Director. We are here to assist you in reaching your career goals.

Sincerely,

Lori Anonsen, MS, RD, ACSM
PVCC Nutrition Faculty and Dietetic Technology Consortium Program Director
(602) 787-7295
lori.anonsen@pvmail.maricopa.edu

Susan Gaumont, MS, RD
CGCC Nutrition Faculty and Dietetic Technology Consortium Program Director
(480) 732-7142
susan.gaumont@cgcmail.maricopa.edu

NEW STUDENT ORIENTATION CHECKLIST

Complete the following items “prior” to beginning the program:

_____ Pick up a current Student Handbook, College Catalog and Semester Class Schedule at the Office of Admissions and Records (A & R), or access information at the college website (www.pvc.maricopa.edu/nutrition or www.cgc.maricopa.edu/nutrition).

_____ Tour the College Campus: Visit the Library, Learning Support Center (LSC), Computer Lab, Career and General Counseling, Advisement, Financial Aid, Cashier, Cafeteria, Bookstore, Testing Center, Classroom Buildings, Dietetic Technology Consortium Program Director and other Faculty Offices, and (don’t forget!!) the Fitness Center.

_____ Contact the Dietetic Technology Consortium Program Director to set up an advisement / orientation meeting. This can be done by completing a Nutrition Interest Form at the program’s website (see addresses above) or by e-mailing the Program Director at the campus you plan to attend (lori.anonsen@pvmail.maricopa.edu or susan.gaumont@cgcmail.maricopa.edu).

_____ Complete Admissions & Records (A & R) requirements (Note that all forms/information can be accessed in person at the campus A & R office, or at <http://www.pvc.maricopa.edu/admissions/index.html> for PVCC and <http://www.cgc.maricopa.edu/student-affairs/admissions/Pages/admin-recs.aspx> for CGCC).

_____ Declare Dietetic Technology as your major by submitting the appropriate form to A & R.

_____ Fill out the College Student Information Form and submit “Official Transcripts” if you have attended another college/university prior to attending PVCC or CGCC. “Official” means sealed and sent directly from the college/university you attended. Hand carried transcripts will not be accepted, even if they are sealed.

_____ If “Official Transcripts” are sent to the college, complete a Transcript Evaluation form.

_____ After your Transcripts are evaluated, you will be notified, and you should set up an appointment to review the evaluation with an A & R Technician.

_____ Complete Assessment Placement Tests (i.e. English, Math, Reading) at the college’s Testing Center.

_____ Plan your schedule, allowing time not only for classes, but also for studying, and other commitments (i.e. family, work, fitness).

_____ Pick up a Parking Decal and Student ID Card at the College Safety Office.

_____ Enroll for your semester courses which must all be taken for a letter grade!!* (*Your “Catalog Year” is dependent upon maintaining continuous Spring/Fall enrollment. Please notify the Consortium Program Director if you plan to take a semester off from school.)

PROGRAM MISSION AND PHILOSOPHY STATEMENTS

The Mission and Philosophy Statements reflect the program's values which are:

- ongoing advisory committee input and review
- student development and success
- innovative learning strategies
- a learning-centered environment
- student support services
- application of knowledge and skills
- integration of classroom with supervised practice
- identify and facilitate job opportunities for program graduates
- student eligibility for, and successful completion of, the Commission on Dietetic Registration (CDR) Dietetic Technician (DTR) exam

The statements also reflect the missions and philosophies of the Maricopa County Community College District (MCCCD), as well as the individual campuses, Paradise Valley Community College (PVCC) and Chandler-Gilbert Community College (CGCC).

Mission Statement

The Associate in Applied Science (AAS) Degree in Dietetic Technology provides educational opportunities to extend the quantity, and enhance the quality of nutrition education, care, and services for our diverse community.

Philosophy Statement

Paradise Valley Community College (PVCC) and Chandler-Gilbert Community College (CGCC), two colleges within the Maricopa County Community College District (MCCCD), jointly offer the Associate in Applied Science degree in Dietetic Technology. Students will acquire the knowledge and skills foundation to work in dietetics through the integration of classroom learning and 466 hours of supervised practice. The degree emphasizes knowledge and application in community nutrition, medical nutrition therapy, and food service management, along with the development of communication and human relations techniques. Upon completion of the program, students will be eligible to take the Dietetic Technician Registration Examination of the Commission on Dietetic Registration (CDR). A passing score is required for students to become Dietetic Technicians, Registered (DTR).

The program directors seek regular input from a formal advisory committee consisting of dietetics professionals, faculty, administrative staff, and students. Curriculum will be revised to reflect changes needed to insure competence of our graduates.

PVCC and CGCC faculty and staff are dedicated to student success and development. The Dietetic Technology degree places a strong emphasis on student development, adhering to the Commission on Accreditation for Dietetics Education's (CADE) program guidelines. As stated in PVCC's student handbook, "student

development is a dynamic, active learning process that challenges students to become more self-directed in educating themselves intellectually, ethically, emotionally, socially, and/or physically.” At PVCC, “student development education:

- enables students to identify their needs and establish their goals.
- is a commitment and responsibility shared by the members of the college community.
- recognizes the importance of a student’s total learning environment including involvement in the community.
- includes learning which occurs anywhere in the college environment; it is not restricted to the interaction between students and instructors in the classroom.
- encourages a variety of approaches to help students learn. These approaches may include learning through role models, presentations, technology, group interaction, etc.
- requires collaboration and coordination among all persons involved in the process. Cooperation is essential.”

As stated in CGCC’s student development philosophy, “The goal of CGCC is to assure student success. Success is defined as the accomplishment of, or the continued opportunity to accomplish students’ individual goals. The success of our students will be determined not only by their acquisition of knowledge and skills, but also by their personal growth and development. This would include intellectual development, multi-cultural awareness, aesthetic appreciation, physical wellness, emotional well-being, community responsibility, and values clarification.” At CGCC, “the following general institutional practices are necessary to insure student success:

1. To provide programs that assure student competence in specified academic and skill areas;
2. To provide a full range and schedule of services to permit students to benefit from college programs;
3. To provide simplified and clearly defined processes for admitting students, monitoring their progress and maintaining accurate academic records;
4. To provide activities that encourage students to effectively interrelate with others in their college and communities;
5. To provide opportunities for the development of self-esteem, personal identity, independence and self-direction;
6. To provide coordination with secondary and post-secondary schools, and business and industry;
7. To provide delivery of instructional services through alternative systems which prepare students to function in an increasingly technological and informational-based society; and
8. To develop and implement a comprehensive staff development program to educate the staff in student development philosophy and practices.”

To help insure student development within the degree program, instructors use a variety of assessments and learning-centered strategies. They use collaborative learning

activities, apply classroom research to enhance learning, form learning communities, integrate new technologies into instruction, and involve students in service learning. In addition to listening to lectures, students are involved in seeing, doing, problem-solving, discussing and reflecting. Faculty development opportunities are ongoing and participation is encouraged at PVCC and CGCC, as well as throughout MCCCDC.

The student learning outcomes assessment program has been implemented to gauge progress in developing skills such as critical thinking, writing, mathematics, speaking, computer literacy, and other skills that will serve students in their professional and personal lives. All courses in the AAS degree in Dietetic Technology are included in this program.

Faculty and staff at PVCC and CGCC are also dedicated to providing the services students need to succeed in the program. A faculty “early-alert” program is in place at PVCC which is designed to follow-up on students who are absent or falling behind in class. Student services include tutoring, a student mentoring program, special services, individual and career counseling, and job placement. Financial aid and scholarships are also available. All of these services assist in student retention and success.

In summary, the strong emphasis on student development and innovative learning strategies, a comprehensive curriculum, dedicated faculty and staff, and MCCCDC’s commitment to provide an affordable, accessible, and flexible learning environment for our diverse community, will prepare our Dietetic Technology graduates for professional success.

PROGRAM GOALS

1. Provide a foundation of **knowledge, skills, and practicum experiences for a diverse student population**, as defined by the Commission on Accreditation for Dietetics Education (CADE), to insure competence as entry-level dietetic technicians.
2. Provide a **quality program, facilities, and faculty** through on-going evaluation and improvements.
3. **Increase enrollment, retention and facilitate articulation** between secondary schools, PVCC/CGCC, and four-year institutions.
4. Identify **job opportunities and facilitate employment** for students, to meet the needs of our community in dietetics.
5. **Achieve and maintain accreditation** by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA).

OUTCOME MEASURES

1. 80% or more of employer surveys returned will evaluate graduates as good or excellent in the overall preparedness for entry-level work in dietetics.
2. All students will have the opportunity and be encouraged to evaluate the college and practicum site facilities, program faculty, the Program Director, and course content and learning experiences. Feedback from the evaluations will be used to assess the program for strengths and weaknesses, and make improvements as needed.
3. Twelve to fifteen new Dietetic Technology students will be recruited per year from high schools, MCCC colleges, four-year institutions, and the community.
4. Seventy-five percent of Dietetic Technology students who complete FON242 Introduction to Medical Nutrition Therapy will graduate with an Associate in Applied Science (AAS) degree in Dietetic Technology within three years.
5. Eighty percent of graduates who take the Dietetic Technician Registration Examination will pass on the first attempt.
6. Eighty percent of graduates will find employment in the field within one year of graduation, or will pursue further education.
7. Eighty percent of the students will participate in two or more nutrition-related events outside of the college environment while completing the degree.

PROGRAM DESCRIPTION

The Dietetic Technology Consortium Program is an Associate in Applied Science (AAS) degree emphasizing medical nutrition therapy and food service management. Students acquire the knowledge and skills foundation to work in dietetics through the integration of classroom learning and 466 hours of supervised practice. Emphasis is placed on the development of communication and human relations techniques that prepare the graduate for professional success.

The Dietetic Technology Consortium Program is accredited by the Commission on Accreditation for Dietetics Education (CADE) of The American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312-899-0040 ext. 5400. Upon successful completion of the program, the graduate will be eligible to take the Dietetic Technician Registration Examination of the Commission on Dietetic Registration (CDR).

JOB DESCRIPTION AND OPPORTUNITIES

The Dietetic Technician, Registered (DTR) is prepared to play a key role in providing quality, cost-effective client care and food service management in a variety of employment settings. Job responsibilities may include patient counseling and education in basic and therapeutic nutrition, medical record documentation, health promotion and disease prevention, menu development, and supervisory and administrative skills related to nutrition services and institutional food production.

Dietetic Technicians are an integral part of health care and food service management teams. They work independently or in partnership with Registered Dietitians (RDs) in a variety of settings:

* Clinical

Hospitals, clinics, nursing homes, retirement centers, home health care programs, and research facilities

* Food Service

Schools, daycare centers, correctional facilities, restaurants, hospitals, and long term care facilities.

* Community and Public Health

WIC programs, public health agencies, and community health programs

* Wellness

Health clubs, weight management clinics, and community wellness centers

* Business

Food companies, food vendors, and food distributors

CURRICULUM

ASSOCIATE IN APPLIED SCIENCE DEGREE IN DIETETIC TECHNOLOGY 66-71 CREDITS

Program Notes:

+ indicates course has prerequisites and/or corequisites.

++ indicates any module.

Students must earn a grade of "C" or better in all courses within the program.

Program Prerequisites:

1. CPR/AED Certification for Health Care Providers must be completed prior to registering for FON practicum courses.
2. If taking BIO201 & 202 vs BIO160, then the prerequisite is "BIO156 or BIO181 with a grade of "C" or better, or one year high school biology course with a grade of "C" or better or CHM130 or higher numbered CHM prefixed course, or one year of high school chemistry suggested but not required."

Program Corequisites: None

Required Courses: Credits: 40-44

BIO160	Introduction to Human Anatomy and Physiology (4) OR	
+ BIO201	Human Anatomy and Physiology I (4) AND	
+ BIO202	Human Anatomy and Physiology II (4)	4-8
BPC110	Computer Usage and Application (3) OR	
BPC101AA	Introduction to Microcomputers I: IBM (1) AND	
+ BPC101BA	Introduction to Microcomputers II: IBM (1) AND	
+ BPC101CA	Introduction to Microcomputers III: IBM (1) OR	
BPC/CIS114++	Spreadsheet Level I (Note: Any module.) (1) AND	
BPC/CIS117++	Database Management Level I (Note: Any module.) (1) AND	
+ BPC/OAS130++	Personal Word Processing (Note: Any module.) (1) OR	3
CIS105	Survey Computer Information Systems	3
FON104	Certification in Food Service Safety and Sanitation	1
FON125	Introduction to Professions in Nutrition and Dietetics	1
FON142AB	Applied Food Principles	3
+ FON207	Introduction to Nutrition Services Management	3
FON210	Sports Nutrition and Supplements for Physical Activity OR	3
FON247	Weight Management Theory	
+ FON225	Research in Complementary and Alternative Nutr. Therapies	3
+ FON241	Principles of Human Nutrition	3
+ FON242	Introduction to Medical Nutrition Therapy	3
+ FON244AA	Practicum I: Food Service Management - Lecture	2
+ FON244AB	Practicum I: Food Service Management - Lab	2.5
+ FON245AA	Practicum II: Medical Nutrition Therapy - Lecture	2
+ FON245AB	Practicum II: Medical Nutrition Therapy - Lab	2.5
+ FON246AA	Practicum III: Community Nutrition - Lecture	2
+ FON246AB	Practicum III: Community Nutrition - Lab	2
+ HCC145AA	Medical Terminology for Health Care Workers I	1

Restricted Electives: None
Free Electives: None
General Education: Credits: 25-27

CORE Credits: 15-17

First-Year Composition

- + ENG101 First-Year Composition (3) OR
- + ENG107 First-Year Composition for ESL (3) AND
- + ENG102 First-Year Composition (3) OR
- + ENG108 First-Year Composition for ESL (3) OR
- + ENG111 Technical Writing (3) 6

Oral Communication

- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3) OR
- + COM225 Public Speaking (3) OR
- + COM230 Small Group Communication (3) 3

Critical Reading

- + CRE101 Critical and Evaluative Reading I (3) OR
- + CRE111 Critical Reading for Business and Industry (3) OR
(Equivalent by assessment.) 3

Mathematics

- + MAT120 Intermediate Algebra (5) OR
- + MAT121 Intermediate Algebra (4) OR
- + MAT122 Intermediate Algebra (3) OR
(Equivalent as indicated by assessment.) OR
(Satisfactory completion of a higher mathematics course.) 3-5

DISTRIBUTION Credits: 10

Humanities and Fine Arts

- Any approved General Studies course in the Humanities and Fine Arts area. 3

Social and Behavioral Sciences

- PSY101 Introduction to Psychology (3) OR
- SOC101 Introduction to Sociology (3) 3

Natural Sciences

- + CHM130 Fundamental Chemistry (3) AND
- + CHM130LL Fundamental Chemistry Laboratory (1) OR
- + CHM151 General Chemistry I (3) AND
- + CHM151LL General Chemistry I Laboratory (1) 4

Overall program minimum G.P.A. 2.0.

For additional information on General Studies Requirements, see the college catalog.

SCHEDULING OF CLASSES

Full-time (FT) students who enroll according to the following Recommended Course Sequences for FT Students, beginning in a fall semester, may complete the degree in two years. Part-time (PT) students, or those who enter the program in a spring or summer semester, will take more than two years to complete the degree. Recommended Course Sequences for FT and PT Students are included in the following pages.

Day, evening and Saturday courses are offered. Not all courses are offered both day and evening. Some courses are offered only one semester per year. Students are encouraged to meet with a Nutrition Program Advisor, the designated Nutrition Faculty or Program Director from the campus attended, regarding their schedules at the beginning, and then periodically throughout their program. Students must receive a passing grade of a “C” or better in all courses, *and must take all courses for a letter grade.*

See current semester class schedule for specific information on registration for classes. Schedules may be accessed from the college websites, and are available in hard copy form at PVCC only.

PVCC Recommended Course Sequence for Full-time Students

1st SEMESTER (Fall) CREDITS: 16-18

- ___ **CHM130/130LL** or **CHM151/151LL** (4) (SQ)
- ___ **ENG101** First-year Composition (or **ENG107** First Year Composition for ESL) (3)
- ___ FON142AB Applied Food Principles (3)
- ___ **FON241** Principles of Human Nutrition (3)
- ___ **MAT120, 121, or 122** Intermediate Algebra w/Review, Standard or Accelerated (3-5) (MA)

2nd SEMESTER (Spring) CREDITS: 16

- ___ BIO160* Intro to Human Anatomy and Physiology (or **BIO201**) (4) (SG)
- ___ COM100 Intro to Communication (COM110 or **COM225** or **COM230**) (3)
- ___ FON104 Cert. Food Srvc/Sfty/Sntn (1)
- ___ FON125 Intro to the Professions of Nutrition and Dietetics (1)
- ___ **FON207** Introduction to Nutrition Services Management (3)
- ___ **FON242** Introduction to Medical Nutrition Therapy (3)
- ___ HCC145AA Medical Terminology for Health Care Workers (1)

SUMMER SESSION I and II CREDITS: 4-8

- ___ **BIO202** Human Anatomy & Physiology II (if BIO201/202 option was chosen) (4)
- ___ **FON245AA & AB** Practicum II: Medical Nutrition Therapy Lecture & Lab (4)

3rd SEMESTER (Fall) CREDITS: 13.5

- ___ BPC110 Computer Usage and Applications (or one of the modular sequence options) (3)
- ___ **CRE101** Critical and Evaluative Reading I (or **CRE111**, or equivalent as indicated by assessment) (3)
- ___ **FON244AA & AB** Practicum I: Food Service Management Lecture & Lab (4.5)
- ___ **FON210** Nutrition and Supplements for Physical Activity OR FON247 Weight Mgmt Theory (3)

4th SEMESTER (Spring) TOTAL CREDITS = 16.5

- ___ **ENG102** First-Year Composition (or **ENG108** First-Year Composition for ESL) or **ENG111** Technical Writing (3) (L)
- ___ **FON225** Research in Complementary & Alternative Nutrition Therapies (3)
- ___ **FON246AA & AB** Practicum III: Community Nutrition Lecture & Lab (4.5)
- ___ PSY101 Intro to Psychology (or SOC101) (3) (SB)

One of the following Humanities and Fine Art Electives**:

- ___ ASB222 Buried Cities and Lost Tribes: Old World (3) (HU) (SB) (G) (H)
- ___ ASB223 Buried Cities and Lost Tribes: New World (3) (HU) (SB) (G) (H)
- ___ HUM250 or HUM251 Ideas & Values in Humanities (4) (L) (HU) (H)
- ___ PHI103 Intro to Logic (3) (L) (HU)
- ___ REL203 American Indian Religions (3) (HU) (C)
- ___ REL243 World Religions (3) (HU) (G)

TOTAL CREDITS OF DEGREE PROGRAM = _____

Program Notes:

1. Prefixes in **bold** lettering indicate that the course has prerequisites or corequisites.
2. “*” indicates BIO201 and BIO202 may be taken in place of BIO160. This option is for students planning to pursue a four-year degree in dietetics. It is recommended that BIO201 be taken the second semester, and BIO202 be taken the summer between the two years of the program.
3. “**” indicates that any 3 credit HU course may be taken, however these are recommended because they meet General Awareness areas required by four year colleges/universities.
4. **All courses must be taken for a letter grade.**

CGCC Recommended Course Sequence for Full-time Students

1st SEMESTER (Fall) CREDITS: 16-18

- ___ **CHM130/130LL** or **CHM151/151LL** (4) (SQ)
- ___ **ENG101** First-year Composition (or **ENG107** First Year Composition for ESL) (3)
- ___ FON142AB Applied Food Principles (3)
- ___ **FON241** Principles of Human Nutrition (3)
- ___ **MAT120, 121, or 122** Intermediate Algebra w/Review, Standard or Accelerated (3-5) (MA)

2nd SEMESTER (Spring) CREDITS: 16

- ___ BIO160* Intro to Human Anatomy and Physiology (or **BIO201**) (4) (SG)
- ___ COM100 Intro to Communication (COM110 or **COM 225** or **COM230**) (3)
- ___ FON104 Cert. Food Srvc/Sfty/Sntn (1)
- ___ HCC145AA Medical Terminology for Health Care Workers I (1)
- ___ FON125 Intro to the Profession of Dietetics (1)
- ___ **FON207** Introduction to Nutrition Services Management (3)
- ___ **FON242** Intro to Medical Nutrition Therapy (3)

SUMMER SESSION I and II CREDITS: 4-8

- ___ **FON246AA & AB** Practicum III: Community Nutrition Lecture & Lab (4)
- ___ **BIO202** Human Anatomy & Physiology II (if BIO201/202 option was chosen) (4)

3rd SEMESTER (Fall) CREDITS: 13.5-16.5

- ___ BPC110 Computer Usage and Applications (or one of the modular sequence options) (3)
- ___ **CRE101** Critical and Evaluative Reading I (or **CRE111**, or equivalent as indicated by assessment) (3)
- ___ **FON244AA & AB** Practicum I: Food Service Management Lecture & Lab (4.5)
- ___ PSY101 Intro to Psychology (or SOC101) (3) (SB)
- ___ **FON210** Nutrition & Supplements for Physical Activity (3)
(OR FON247 Weight Mgmt Theory (3) in Spring Semester)

4th SEMESTER (Spring) CREDITS = 13.5-16.5

- ___ **ENG102** First-Year Composition (or **ENG108** First Year Composition for ESL)
- ___ **FON225** Research in Complementary & Alternative Nutrition Therapies (3)
- ___ **FON245AA & AB** Practicum II: Medical Nutrition Therapy Lecture & Lab (4.5)
- ___ *One of the following recommended Humanities and Fine Arts electives**:*
 - ___ ASB223 Buried Cities and Lost Tribes: New World (3) (HU) (SB) (G) (H)
 - ___ ASB222 Buried Cities and Lost Tribes: Old World (3) (HU) (SB) (G) (H)
 - ___ HUM250 or HUM251 Ideas & Values in Humanities (3) (L) (HU) (H)
 - ___ PHI103 Intro to Logic (3) (L) (HU)
 - ___ REL243 World Religions (3) (HU) (G)
 - ___ REL225 or PHI225 African-American Religion (3) (HU) (L) (C)
- ___ **FON247** Weight Management Theory (3)
(OR FON210 Nutrition and Supplements for Physical Activity (3) in Fall Semester)

TOTAL CREDITS OF DEGREE PROGRAM = _____

Program Notes:

1. Prefixes in **bold** lettering indicate that the course has prerequisites or corequisites.
2. “*” indicates **BIO201** and **BIO202** may be taken in place of BIO160. This option is for students planning to pursue a four-year degree in dietetics. It is recommended that **BIO201** be taken the second semester, and **BIO202** be taken the summer between the two years of the program.
3. “**” indicates that any 3 credit HU course may be taken, however these are recommended because they meet General Awareness areas required by four year colleges/universities.
4. All courses must be taken for a letter grade.

PVCC Recommended Course Sequence for Part-time Students

1st SEMESTER (Fall) CREDITS: 9

- ___ **ENG101** First-year Composition (or **ENG107** First Year Composition for ESL) (3)
- ___ PSY101 Intro to Psychology (or SOC101) (3) (SB)
- ___ Humanities and Fine Arts elective (HU)**

2nd SEMESTER (Spring) CREDITS: 9-11

- ___ **ENG102** First-year Composition or **ENG111** Technical Writing or **ENG107** First Year Composition for ESL (3) (L)
- ___ **MAT120, 121, or 122** Intermediate Algebra w/Review, Standard or Accelerated (3-5) (MA)
- ___ BPC110 Computer Usage and Applications (or one of the modular sequence options) (3)

3rd SEMESTER (Fall) CREDITS: 10

- ___ **CHM130/130LL or CHM151/151LL** (4) (SQ)
- ___ COM100 Intro to Communication (COM110 or **COM225 or COM230**) (3)
- ___ **CRE101** Critical and Evaluative Reading I (or **CRE111**, or equivalent as indicated by assessment) (3)

4th SEMESTER (Spring) CREDITS: 7

- ___ BIO160* Intro to Human Anatomy and Physiology (4) (SG)
- ___ **FON241** Principles of Human Nutrition (3)

SUMMER SESSION I and II CREDITS: 5

- ___ **BIO202** Human Anatomy & Physiology II (if BIO201/202 option was chosen) (4)
- ___ HCC145AA Medical Terminology for Health Care Workers (1)

5th SEMESTER (Fall) CREDITS: 6

- ___ FON125 Intro to the Professions of Nutrition and Dietetics (1)
- ___ FON142AB Applied Food Principles (3)
- ___ PED115 Lifetime Fitness (2)

6th SEMESTER (Spring) CREDITS: 7

- ___ FON104 Cert. Food Srvc/Sfty/Sntn (1)
- ___ **FON207** Introduction to Nutrition Services Management (3)
- ___ **FON242** Introduction to Medical Nutrition Therapy (3)

SUMMER SESSION I and II CREDITS: 4.5

- ___ **FON245AA & AB** Practicum II: Medical Nutrition Therapy (4.5)

7th SEMESTER (Fall) CREDITS: 7.5

- ___ **FON210** Nutrition and Supplements for Physical Activity OR FON247 Weight Mgmt Theory (3)
- ___ **FON244AA & AB** Practicum I: Food Service Management (4.5)

8th SEMESTER (Spring) CREDITS: 7

- ___ **FON225** Research in Complementary and Alternative Nutrition Therapies (3)
- ___ **FON246AA & AB** Practicum III: Community Nutrition (4)

TOTAL CREDITS OF DEGREE PROGRAM = ___

Program Notes:

1. Prefixes in **bold** lettering indicate that the course has prerequisites or corequisites.
2. “*” indicates **BIO201** and **BIO202** may be taken in place of BIO160. . This option is for students planning to pursue a four-year degree in dietetics. It is recommended that **BIO201** be taken the fourth semester, and **BIO202** be taken during the summer.
3. “**” indicates that any 3 credit HU course may be taken, however these are recommended because they meet General Awareness areas required by four year colleges/universities.
4. All courses must be taken for a letter grade.

CGCC Recommended Course Sequence for Part-time Students

1st SEMESTER (Fall) CREDITS: 9

- ___ **ENG101** First-year Composition (*or* **ENG107** First Year Composition for ESL) (3)
- ___ PSY101 Intro to Psychology (*or* SOC101) (3) (SB)
- ___ Humanities and Fine Arts elective**

2nd SEMESTER (Spring) CREDITS: 9-11

- ___ **ENG102** First-year Composition *or* **ENG111** Technical Writing *or* **ENG107** First Year Composition for ESL (3) (L)
- ___ **MAT120, 121, or 122** Intermediate Algebra w/Review, Standard or Accelerated (3-5) (MA)
- ___ BPC110 Computer Usage and Applications (or one of the modular sequence options) (3)

3rd SEMESTER (Fall) CREDITS: 10

- ___ **CHM130/130LL or CHM151/151LL** (4) (SQ)
- ___ COM100 Intro to Communication (COM110 *or* **COM225 or COM230**) (3)
- ___ **CRE101** Critical and Evaluative Reading I (*or* **CRE111**, or equivalent as indicated by assessment) (3)

4th SEMESTER (Spring) CREDITS: 7

- ___ BIO160* Intro to Human Anatomy and Physiology (4) (SG)
- ___ **FON241** Principles of Human Nutrition (3)

SUMMER SESSION I and II CREDITS: 4

- ___ **BIO202** Human Anatomy & Physiology II (*if* BIO201/202 option was chosen) (4)

5th SEMESTER (Fall) CREDITS: 7

- ___ FON125 Intro to the Professions of Nutrition and Dietetics (1)
- ___ **FON242** Introduction to Medical Nutrition Therapy (3)
- ___ FON142AB Applied Food Principles (3)

6th SEMESTER (Spring) CREDITS: 7

- ___ FON104 Cert. Food Srvc/Sfty/Sntn (1)
- ___ **FON207** Introduction to Nutrition Services Management (3)
- ___ **FON225** Research in Complementary and Alternative Nutrition Therapies (3)

SUMMER SESSION I and II CREDITS: 4

- ___ **FON246** Practicum III: Community Nutrition (4)

7th SEMESTER (Fall) CREDITS: 5.5-8.5

- ___ HCC145AA Medical Terminology for Health Care Workers (1)
- ___ **FON210** Nutrition & Supplements for Physical Activity (3) (or FON247 in Spring semester)
- ___ **FON244** Practicum I: Food Service Management (4.5)

8th SEMESTER (Spring) CREDITS: 4.5-7.5

- ___ **FON247** Weight Management Theory (3) (or FON210 in Fall semester)
- ___ **FON245** Practicum II: Medical Nutrition Therapy (4.5)

TOTAL CREDITS OF DEGREE PROGRAM = ___

Program Notes:

1. Prefixes in **bold** lettering indicate that the course has prerequisites or corequisites.
2. “*” indicates **BIO201** and **BIO202** may be taken in place of BIO160. This option is for students planning to pursue a four-year degree in dietetics. It is recommended that **BIO201** be taken the fourth semester, and **BIO202** be taken during the summer.
3. “**” indicates that any 3 credit HU course may be taken, however these are recommended because they meet General Awareness areas required by four year colleges/universities.
4. **All courses must be taken for a letter grade.**

TRANSFER OF CREDITS

Credits earned at other institutions of higher learning may apply toward the fulfillment of degree requirements. Official transcripts from other institutions must be submitted to the college Office of Admissions and Records for evaluation and approval (*see pg. 4 of this handbook, New Student Orientation Checklist for information on evaluation of official transcripts*).

CREDIT BY EVALUATION

Students enrolling in the Dietetic Technology Consortium Program with prior learning and/or work experiences in the field of nutrition and dietetics may qualify for Credit by Evaluation. Documentation demonstrating that required competencies in a course are met must be provided by the student and approved by the Consortium Program Director and designated college administrator. A Credit by Evaluation form must be completed and signed by the Consortium Program Director and designated college administrator, then signed by the student and submitted to the Office of Admissions and Records for approval. The student is responsible for payment of the course credits once approved.

RECENCY OF EDUCATION POLICY

Transfer of required nutrition (i.e. FON) courses from other institutions, and/or learning and work experiences (i.e. Credit by Evaluation), will be accepted only if the courses have been taken within the last five years, or with approval of the Consortium Program Director.

ARTICULATION WITH ARIZONA STATE UNIVERSITY

Several Dietetic Technology courses transfer into Arizona State University's Nutrition Degree programs. This will benefit students wishing to pursue a four-year degree. It is recommended that students seeking four-year degrees meet with an adviser at the four-year college/university they plan to attend.

ARTICULATION WITH A DIDACTIC PROGRAM IN DIETETICS (DPD) DEGREE

Students who have earned a DPD degree from a college or university may take refresher courses to assist with preparation for the DTR exam. Courses recommended include FON242, FON244AA & AB, FON245AA & AB, and FON246AA & AB. A DPD Verification Statement must be given to the Consortium Program Director, and must meet the Recency of Education Policy.

DIETARY MANAGERS ASSOCIATION (DMA) CREDENTIALS

Dietetic Technology Program graduates are eligible to take the Dietary Manager Credentialing Exam to earn the CDM, CFPP (Certified Dietary Manager, Certified Food Protection Professional) credential. The CDM, CFPP credential is nationally recognized

as the gold standard for healthcare food service managers. A DTR, CDM, CFPP credential is a powerful combination in the healthcare food and nutrition management industry.

ADMISSION AND REGISTRATION

Applicants must be granted admission to PVCC and CGCC by meeting at least one of the following criteria:

1. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.
2. Has a high school certificate of equivalency.
3. Is 18 years of age or older and demonstrates evidence of potential success in the community college.
4. Is a transfer student in good standing from another college or university.

For information regarding admission of students under 18 years of age, in special status and/or for nonimmigrant students, see the college catalog.

STUDENT TUITION AND FEES

Students should consult the current college catalog, semester class schedule, or Office of Admissions and Records for the tuition and fees schedule. See page 23 of this manual for an “Estimated Summary of Students Costs”.

The MCCCCD Governing Board reserves the right to change tuition and fee charges when necessary without notice.

WITHDRAWAL AND REFUND OF TUITION AND FEES

To withdraw from a course or courses from the college, students must follow approved procedures. The Office of Admissions and Records and the Student Handbook provide information about the withdrawal process.

The official date of withdrawal is the last date of attendance as determined by the student’s withdrawal and as reported by the instructor. The last date of attendance determines refunds. Never attending is not a guarantee for a refund or an excuse of the debt incurred through registration. Eligible students can receive refunds based on the schedule listed in the catalog and current semester schedule.

GENERAL INFORMATION ON PRACTICUM COURSES

Scheduling

Students must complete a minimum of 466 hours of practicum experience, which is completed in actual work settings. The hours are divided among three practicum courses; 166.5 hours for FON244AB Practicum I: Food Service Management, 166.5 hours for FON245AB Practicum II: Medical Nutrition Therapy, and 133 hours for FON246AB Practicum III: Community Nutrition. Practicum experience is integrated with classroom learning. This allows students to discuss and share their experiences with the instructor and with other students throughout the semester.

Students may be required to be at facilities during evenings and weekends. Hours are not normally scheduled during the college's holidays or vacations. A strong effort is made to provide students with ample notice of their practicum schedules, so that work, transportation, and/or child care can be arranged. If students have questions regarding scheduling, they should contact the Consortium Program Director prior to, or during, the practicum courses.

Attendance

Excessive tardiness and/or absences as defined in each course syllabus may result in immediate withdrawal of the student from the course. Students who have excessive absences and tardiness will not be placed at a practicum site. If the pattern corrects itself, then placement will be at the discretion of the instructor and Consortium Program Director.

Students are required to complete all practicum hours at the scheduled times and complete the documentation forms for attendance. The documentation forms for attendance must be signed by the site supervisor and course instructor, and turned in to the instructor on the assigned dates.

If an emergency arises, and a student is unable to report to the practicum site, the student must notify the site supervisor and instructor immediately. If the instructor cannot be reached, the student should notify the Consortium Program Director and/or the college's division secretary regarding the absence or delay. The Consortium Program Director or Division Secretary will notify the instructor as soon as possible. It is not acceptable for a student to ask someone else to notify the instructor/site supervisor for them. Failure to give adequate notification will result in a loss of points toward the student's grade.

Professional Dress

Students will be expected to dress in a neat and clean professional manner. Most clinical and food service facilities require that students wear a white lab coat or uniform, and closed toe shoes. Student identification badges will be given to each student and must be worn at all times at each facility.

Standards for dress may vary from facility to facility, and vary depending on the job responsibilities during a given day within the specific facility. Specific guidelines

regarding proper dress will be covered in the classroom the first two weeks of each practicum course, prior to students beginning their on-site rotations.

To the extent possible, tattoos and multiple piercings must be hidden from view, unless a religious or cultural requirement can be verified. In most situations, clothing will be appropriate to keep the tattoo out of sight. No tattoo will be allowed to be visible if it contains sexual, violent, or inappropriate words, gang affiliation, or pictures or suggestions of inappropriate conduct. Facial piercings and multiple ear piercings will need to be removed or covered per the guidelines of each facility.

Travel

In order to meet all of the requirements needed to complete the program, it will be necessary for students to report to sites that are located throughout the Phoenix metropolitan area. Students will be required to provide or arrange for their own transportation to and from these practicum facilities. Students must assume liability for their transportation. Travel time does not count towards practicum hours.

Site Placement & Requirements for Practicum Courses

Students should check with their assigned practicum sites for specific requirements as these may vary from site to site. Site Placement for students begins the semester prior to their practicum to allow sufficient time to complete health and “other” requirements. Therefore, it is essential that students contact the practicum instructor and Consortium Program Director one semester prior to registering for each practicum.

Costs for the requirements (i.e. medical tests, immunizations, fingerprints, drug screening) are the responsibility of the student. Below is a list of the most common requirements for healthcare/community facilities in the Phoenix Metropolitan area.

Health Requirements:

- Proof of Immunity or Immunization for Varicella, Rubella, Mumps, Measles
- Documentation of annual PPD or, if positive, negative chest x-ray since converting and no symptomatology (TB screening)
- Documentation of Hepatitis series or antibody screen or signed declination statement
- Pre-clinical drug screening (note that a random 24 hour drug screen may be required by sites)
- CPR (Health Care Provider)

Confidentiality and Health Insurance Portability and Accountability Act (HIPPA)

- HIPPA Training and signed Confidentiality Agreement

Training/Education:

- OSHA Standards (Fire, Safety, Infection Control Standards)
- Body Mechanics/Ergonomics
- Restraints, Prevention of Falls
- Age Specific Care (G & D)
- Patient Rights & Safety

Other:

- Fingerprinting (may be done separately or is included in a DPS Clearance Card)
- Background Check (may be done separately or is included in a DPS Clearance Card)
- Department of Public Safety (DPS) Clearance Card (includes fingerprinting and background check)
- Agency specific information such as:
 - Mission, Vision, Values, Philosophy
 - Respect for Diversity Policies
 - Event Codes

Liability Insurance

Liability insurance is required for all students enrolled in the practicum courses, and is covered by the college. Liability insurance protects patients from harm.

Accidents, Injury or Illness

Students are responsible for reporting accidents, injury, and/or illness which occurs while they are on campus or at a practicum site to the course instructor, Consortium Program Director, and, when applicable, to the site supervisor. The college Safety Department must be notified and an incident report will be completed by the parties involved. When applicable, the site's policy for accidents and incidents will be followed. Students are encouraged to obtain private health insurance.

It is the student's responsibility to become familiar with the fire, accident, injury and illness policies and procedures of the facilities where they work. If such incidents occur on the college campus, students should ask college personnel for help, and the college Safety Department must be contacted immediately.

In an emergency or in the case of a life-threatening event, supervisory staff will arrange transport to the nearest emergency facility. The student will be liable for medical expenses incurred. In addition, the student is liable for injury occurring while traveling to or from assigned areas.

Evaluation

Students will be evaluated periodically and at the end of their practicum rotations. Evaluations will be completed by the site supervisors and the course instructor. A self-evaluation will also be completed by the student.

Attitude, Professional Conduct, Code of Ethics & Process for Consideration of Ethical Issues

A student's attitude and professional conduct are evaluated by the instructors, preceptors and Consortium Program Director throughout the program. Attitude, professional conduct, and ethics are included in the grading process for each practicum course. Therefore, unprofessionalism and misconduct will affect a student's grade and may result in withdrawal from the program.

Professional behaviors include having reasonable expectations/demands on the instructors and preceptors, and consideration for their time (e.g. clear, concise, grammatically correct e-mails allowing appropriate time for their responses, listening and following instructions provided in class, demonstrating respect at all times).

Instruction is given on the American Dietetic Association’s Code of Ethics and Process for Consideration of Ethical Issues throughout the curriculum, and is included in the Appendix E of this manual. The importance of a positive attitude and exceptional work ethic cannot be emphasized enough. These are attributes that will assist students / graduates in successful networking and finding employment within the field of nutrition and dietetics.

If a student is experiencing personal obstacles that are interfering with learning, they are encouraged to contact PVCC/CGCC’s Counseling Department to seek professional assistance and guidance.

AFFILIATE MEMBERSHIP IN THE AMERICAN DIETETIC ASSOCIATION

Students are eligible and encouraged to become a member of the American Dietetic Association (ADA), whose mission is to be “Leading the future of dietetics.” Membership is offered to students of accredited programs at a discounted rate. For more information, students may contact ADA by calling 1-800-877-1600 ext. 5000, or by visiting their web site at www.eatright.org . Membership in ADA includes membership in the Arizona Dietetic Association (AzDA) and eligibility to join local dietetics districts (www.eatrightarizona.org).

MANDATORY DIETETICS MEETING/WORKSHOP REQUIREMENT

Students will be encouraged to join, attend and participate in local dietetics meetings/workshops to help increase their knowledge in certain areas of dietetics and network to gain contacts in the profession. ***Students are required to attend and participate in a minimum of two ADA or AZDA sponsored events (i.e. conferences, workshops, or meetings), or other pre-approved dietetic events prior to graduation.*** Obtaining pre-approval by the Practicum Instructor or Program Director is the responsibility of the student. Documentation to verify attendance and a brief reaction paper on the event must be submitted to the Program Director with required graduation paperwork (see Graduation Requirements). Costs of the meetings and workshops are also the responsibility of the student.

ESTIMATED COSTS OF PROGRAM

The following is an outline of the estimated costs for a student enrolled as a full-time resident for the entire two-year program. Costs are based on the fiscal year 2010-11. A more complete description of fees can be found in the college catalog.

Tuition and Fees (Maricopa County Resident).....	\$4761.00 - 5116.00
Uniform/Lab Coat & Shoes	75.00
Textbooks and Supplies.....	2000.00
Health & “Other” Requirement Costs (see pgs. 21-22).....	195.00

Transportation.....	varies
Membership fees (optional, but recommended)	
American Dietetic Association (ADA).....	50.00
Arizona Dietetic Association (AZDA).....	0
AZ Dietetic Association Central District.....	15.00
Conference/Workshop fees (optional).....	100.00
Dietetic Technician, Registered (DTR) examination cost.....	120.00
Approximate Total.....	\$7316 - 7671.00

FINANCIAL AID AND SCHOLARSHIPS

MCCCD coordinates programs that provide students with financial assistance to enable access to higher education. Types of aid that may be available from federal, state, and/or private sources include grants, loans, student employment, and scholarship funds. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Students are encouraged to contact the PVCC or CGCC Financial Aid Office for further information.

Information on the American Dietetic Association’s scholarship for dietetic technology students enrolled in an accredited program is available at the program’s website. Eligible students will be encouraged to apply.

PROJECT AYUDA (Americorps)

In exchange for valuable community service (i.e. practicum experience), Project Ayuda members receive a monetary award that can be applied to school loans, finance undergraduate and graduate school, or to finance vocational training. The amount of the award depends upon the length of the service commitment the member chooses. For more information, visit the Project Ayuda web site at www.pvc.maricopa.edu/~ayuda. A Project Ayuda campus representative will be visiting FON prerequisite and practicum courses at PVCC and CGCC to explain how to enroll and benefit from the program.

STUDENT SUPPORT SERVICES

Student support services at PVCC and CGCC are available to help students achieve their education and career goals. These services include academic advisement, assessment and career counseling, tutoring, personal development classes, job placement, computer labs and libraries, general counseling support, a student helpline, a disability resource and service office, a financial aid office and veteran services office, student clubs and organizations, and food services. For more information on each of these services, students should consult the current college catalog, semester class schedule, student handbook, or stop by the campus.

STUDENT NUTRITION AND DIETETICS CLUB

Future plans of the Dietetic Technology Consortium Program are to develop and implement a Nutrition and Dietetics Club at each campus. More information about the progress of this new initiative will be coming soon.

GRADUATION REQUIREMENTS

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing their degrees.

All students receiving an A.A.S. in Dietetic Technology Degree must:

1. Have completed the 66-71 credits required.
2. Have earned a minimum of 12 semester credits toward the degree at PVCC or CGCC.
3. Have completed the practicum courses at PVCC or CGCC.
4. Have filed an application for the degree with the Office of Admissions and Records by the date determined by the college.
5. Have a minimum cumulative grade point average of 2.0 at PVCC or CGCC.
6. Have a minimum grade point average of 2.0 in all courses to fulfill degree requirements.
7. Have removed, thirty days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.
8. Have removed any indebtedness to any MCCCDC college/center.
9. Have paid required degree application fee (see catalog for amount of fee).

For more information on graduation requirements, consult the college catalog, or see a college academic advisor.

One semester prior to graduating, students should apply for graduation in the Office of Admissions and Records (A & R). Students can get the required Graduation Petition Form in-person from A & R, or online at <http://www.pvc.maricopa.edu/admissions> or <http://www.cgc.maricopa.edu/student-affairs/admissions/Pages/admin-recs.aspx>. In addition, students should visit the program's website to print the required Commission of Dietetics Registration (CDR) Graduation Forms and Program Evaluation. **CDR Forms** and the **Program Evaluation** should be submitted to the Consortium Program Director immediately following the date of graduation. Note that the CDR Graduation Forms are different than the **Graduation Petition Form** submitted to the Office of Admissions and Records. Copies of current **CPR and ServSafe Cards**, along with **Documentation and the Reaction Papers required for the "Mandatory Dietetics Meeting/Workshop Requirement"** (pg. 23) should also be submitted to the Program Director at this time.

VERIFICATION FORMS FOR ADA EXAM REGISTRATION AND MEMBERSHIP

Upon graduation, students are eligible for membership in the American Dietetic Association as Dietetic Technician Members, and are eligible to take the Registration Exam for Dietetic Technicians. Verification Statements for application for membership and for application to take the Registration Exam must be completed and signed by the Consortium Program Director. The Verification Statements will be given to the student by the Consortium Program Director as part of their Graduation packets.

Graduates need to call 1-800-205-6366 to schedule an appointment with an ACT Center testing site. Test locations can be found at www.act.org. Test specifications can be found in the appendix at the end of this booklet.

PVCC / CGCC ACCREDITATION

As part of the Maricopa County Community College District, PVCC and CGCC are accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Secondary Schools (NCA) and are approved by the Arizona State Board of Directors for Community Colleges.

ACCREDITATION STATUS OF DIETETIC TECHNOLOGY PROGRAM

The Dietetic Technology Consortium Program is accredited by the Commission on Accreditation for Dietetics Education (CADE) of The American Dietetic Association, 120 South Riverside Plaza, Chicago, IL 60606-6995, 312-899-0040 ext. 5400.

OTHER PROGRAM POLICIES AND PROCEDURES

Statement of Equal Opportunity

The Maricopa Community Colleges do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, handicap/disability, age, or Vietnam era/disabled veteran status in employment or in the application, admission, participation, access and treatment of persons in instructional programs and activities.

Protection of privacy of information

If a student wishes to gain access to his or her educational records, he or she should contact the Office of Admissions and Records and complete a written request specifying to which records he or she desires access. Information will be provided within 45 days or less.

The right to inspect and review educational records and the release of or access to such records, other information or instructional materials is governed by federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, 1232G and 1232H, and federal regulations issued pursuant to such act.

The college may publish a directory of students containing for each the name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, part-time or full-time status, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The college shall give public notice of the categories of information it has designated and shall allow a reasonable period of time for the student to inform the college that any or all of the information should not be released without his or her consent.

Students who do not want directory information released may so indicate during the admissions process or notify the Office of Admissions and Records.

In accordance with federal law, college officials may disclose directory information and educational records to parents of minors or to parents of a student who have established that student's status as a dependent according to the Internal Revenue Code of 1954, section 152, without the written consent of the student(s).

Students may review the above information on the protection of their privacy in more detail in the college catalog and/or student handbook. Questions concerning the Family Privacy Act and/or the preceding information may be referred to the Office of the Dean of Student Services.

Access to personal files

If a student wishes to gain access to his or her educational records, they should contact the Office of Admissions and Records at one of the MCCCCD colleges, and complete a written request specifying which records he or she desires access. Information will be provided within 45 days or less. For more information on access to educational records, students should consult the college catalog.

Student medical records will be maintained in the Dietetic Technology Consortium Program Director's office for five years after graduation or two years of non-enrollment in program courses. These records will be provided to the student upon written request. Assessments and evaluations of students during practicum courses will be returned.

Grievance procedures

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures.

The appeal process for grades expires one year from the date the grade was issued.

Steps for students to follow:

1. Discuss the issue with the faculty member involved. This conference should be requested by the student within fifteen working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten working days of the request for the conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the Department/Division Chairperson and appropriate administrative officer at the college/ center. This written complaint must be filed within ten working days following the previous deadline. The written complaint will be given to the faculty member five days before any official meetings are convened.
3. Upon receipt of a written complaint, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty member may ask that the College Faculty Senate President be

in attendance. Every attempt will be made to maintain confidentiality during this process.

A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.

4. If the grievance is not resolved at this level within ten working days, the student should forward to the vice president of academic affairs or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The vice president of academic affairs or designee will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
5. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will expedite a timely examination of the issues and will issue a final written determination in the grievance process.

Disciplinary Probation and Suspension Procedures

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents--the chancellor, administration and faculty--are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer counseling, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

*Misconduct for which students are subject to disciplinary action falls into the general areas of:

1. Cheating on an examination, laboratory work, written work (plagiarism); falsifying, forging or altering college records.
2. Actions or verbal statements which threaten the personal safety of any faculty, staff, students, or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions.
3. Violation of Arizona statutes, and/or college regulations and policies.
4. Use of college computer resources such as the internet in violation of COMPUTING RESOURCE STANDARDS (AR 4.4) which may result in notification of law enforcement authorities.

* See the Academic Misconduct and Student Disciplinary Code in the student handbook for the complete text of the regulations covering misconduct.

Disciplinary Removal from Class

A faculty member may remove a student from class meetings for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate dean in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to appropriate due process procedures.

Vacation, holiday, and absence policies

Students will follow the holiday schedule set by MCCCDC. The holiday schedule is published up to two years in advance of the college catalog or semester class schedule.

For medical and non-medical emergencies during the practicum courses, the student will be required to make up hours missed to complete the hours and objectives of the course. The site supervisor, course instructor, and/or Consortium Program Director shall handle all rescheduling. All absences and reasons for absences must be noted on the Student Performance and Evaluation forms. All assignments and projects must be completed by the given deadlines. The meeting of deadlines is a significant factor in all evaluations.

If a student must be absent for an extended period of time for illness, pregnancy or adoption leave, or personal crisis, he/she will be given an incomplete for that semester. The student will be given 6 months to complete that semester's work or must repeat the course.

STUDENT COPY



PARADISE VALLEY COMMUNITY COLLEGE
CHANDLER-GILBERT COMMUNITY COLLEGE

PVCC / CGCC DIETETIC TECHNOLOGY CONSORTIUM PROGRAM

Signature Forms for

Please print your name here

Please read the attached signature forms and then sign and date where indicated. SIX (6) signatures are required. Copies of these documents are in your Dietetic Technology Student Handbook.

Turn this packet in to your instructor or the Consortium Program Director.

- Appendix A** – Receipt of Handbook
- Appendix B** – Essential Information for Dietetic Technology Student
- Appendix C** – Voluntary Assumption of Risk & Release of Liability
- Appendix D** – Student Confidentiality Agreement
- Appendix E** – Code of Ethics and Process for Consideration of Ethics Issues



APPENDIX A: RECEIPT OF STUDENT MANUAL

This manual prescribes standards of conduct for students enrolled in the PVCC/CGCC Dietetic Technology Consortium Program. The standards are in addition to those prescribed for students under Maricopa Community Colleges policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline.

Every student is expected to know and comply with all current policies, rules, and regulations as printed in the college catalog, class schedule, and the student handbook. Copies are available at many sites throughout the college, and may be downloaded from the college's website.

I have received a copy of the PVCC/CGCC Dietetic Technology Consortium Program Student Manual. I understand this manual contains information about the guidelines, policies and procedures of the PVCC/CGCC Dietetic Technology Consortium Program. I also understand that I can find information about the general college policies in the College Catalog and the College Student Handbook, and I can find information specific to each course in the course syllabi.

Signature of Program Participant

Date

Signature of Parent or Legal Guardian (if student is a minor)

Date

APPENDIX B: ESSENTIAL INFORMATION FOR DIETETIC TECHNOLOGY STUDENTS *(Note: student initials are required by each item in addition to the student's signature)*

 ZERO TOLERANCE POLICY: The PVCC/CGCC Dietetic Technology Consortium Program supports a Zero Tolerance Policy for the following behaviors:

- Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
- Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
- Unauthorized use, distribution, or possession for purposes of distribution of alcohol or any controlled substance or illegal drug on the campus or at a clinical site.
- Inappropriate use of e-mail, or other modes of electronic communication with instructors, preceptors, directors, staff, or fellow students.
- Any behavior that may interfere with the safety of instructors, preceptors, directors, staff or fellow students.

Dietetic Technology students engaging in this misconduct are subject to immediate dismissal from Dietetic Technology classes and disciplinary action as described in the Student Handbook of the college.

 HEALTH DECLARATION: It is essential that Dietetic Technology students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. All must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in Dietetic Technology courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

 DRUG SCREENING: Students may be required to complete the urine drug screening procedure at their facility under the program account number, within the specified timeframe, and according to directions given at the time of notification. Only students in compliance with the screening guidelines and receiving a negative drug screen, as reported by the Medical Review Officer (MRO), will be permitted to continue their enrollment in Dietetic Technology courses. If a student tests positive on a drug screening test, the results will be reviewed by Total Compliance Network (TCN) or other reputable, medical review organization, for clearance (i.e. the positive test may be due to a prescribed, legal drug or substance). The cost incurred for the medical review is the responsibility of the student.

 BACKGROUND CLEARANCES: The Fingerprint Clearance Card must remain current and valid throughout enrollment in the program. All Dietetic Technology students must undergo a background check to verify identity, social security number, and to show proof that they do not appear on the List of Excluded Individuals/Entities (LEIE) database. Any student who becomes sanctioned or excluded while enrolled in the program will not be permitted to continue in Dietetic Technology courses.

Signature of Program Participant

Date

Signature of Parent or Legal Guardian (if student is a minor)

Date

APPENDIX C: MCCCCD HEALTH PROGRAMS VOLUNTARY ASSUMPTION OF RISK AND RELEASE OF LIABILITY

THIS IS A RELEASE OF LEGAL RIGHTS. READ AND UNDERSTAND IT BEFORE SIGNING.

Maricopa Community Colleges are non-profit educational institutions. References to Maricopa Community Colleges include its officers, officials, employees, volunteers, students, agents, and assigns.

I (print your name) _____, freely choose to participate in the PVCC/ CGCC Dietetic Technology Consortium Program. In consideration of my voluntary participation in this program, I agree as follows:

RISKS INVOLVED IN PROGRAM: I understand that the clinical training environment for this program in which I am enrolled through Maricopa Community Colleges contains exposures to risks inherent in activities of the program such as but not limited to bodily injury, communicable and infectious diseases, and property damage.

HEALTH AND SAFETY: I have been advised to consult with a medical doctor regarding my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this program. I have obtained the required immunizations. I recognize that Maricopa Community Colleges are not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency occurring during my participation in this program, I authorize in advance the representative of Maricopa Community Colleges to secure whatever treatment is necessary, including the administration of anesthetic and surgery. Maricopa Community Colleges may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release Maricopa Community Colleges from any liability for any actions.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being permitted to participate in the program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Maricopa Community Colleges and their officials, officers, employees, agents, and volunteers from and against any and all claims, of whatsoever kind or nature, which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in this program.

SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation in this program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Voluntary Assumption of Risk and Release of Liability shall be governed by the laws of the State of Arizona that shall be the forum for any lawsuits filed under or incident to this form or to the program. If any portion of this form is held invalid, the rest of the document shall continue in full force and effect.

Signature of Program Participant

Date

Signature of Parent or Legal Guardian (if student is a minor)

Date

APPENDIX D: MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
2411 West 14th Street, Tempe, AZ 85281-6942
STUDENT CONFIDENTIALITY AGREEMENT

Name (Print): _____

Status: PVCC/CGCC Dietetic Technology Consortium Program Student

The discussions, uses, and disclosures addressed by this agreement mean any written, verbal, or electronic communications.

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information, and conversations between or among healthcare professionals about patients are confidential under law and this agreement.

I understand that, while in the clinical setting, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than the medical staff of the clinical site.

I understand that I may not remove any record from the clinical site without the written authorization of the site. Additionally, I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment, or research, I must attempt to exclude as much of the following information as possible:

- Names
- Geographical subdivisions smaller than a state
- Dates of birth, admission, discharge, and death
- Telephone numbers
- Fax numbers
- E-mail addresses
- Social security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers
- Device identifiers
- Web locators (URLs)
- Internet protocol addresses
- Biometric identifiers
- Full face photographs
- Any other unique identifying number, characteristic, or code
- All ages

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may only be used or disclosed for health care training and educational purposes at MCCCDC, and must otherwise remain confidential.

I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this confidentiality agreement, by me, or an MCCCDC student or faculty member to the appropriate MCCCDC clinical coordinator or program director.

I understand that, if I violate the privacy policies and procedures of the clinical site, applicable law, or this agreement, I will be subject to disciplinary action that may include dismissal from the program. By signing this agreement, I certify that I have read and understand its terms, and will comply with them.

Signature of Program Participant

Date

Signature of Parent or Legal Guardian (if student is a minor)

Date

American Dietetic Association/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues

PREAMBLE

The American Dietetic Association (ADA) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values (Figure) and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the *public, clients, the profession, colleagues, and other professionals*. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

APPLICATION

The Code of Ethics applies to the following practitioners:

- (a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
- (b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and
- (c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA.

All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in ADA and/or accept-

ing and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

PRINCIPLES

Fundamental Principles

1. **The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.**
2. **The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.**

Responsibilities to the Public

3. **The dietetics practitioner considers the health, safety, and welfare of the public at all times.**
The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
4. **The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.**
 - a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.

- b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
 - c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
5. **The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.**
 - a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
 - b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
 - c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
 6. **The dietetics practitioner does not engage in false or misleading practices or communications.**
 - a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
 - b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
 - c. The dietetics practitioner provides accurate and truthful information in communicating with the public.

0002-8223/09/10908-0018\$36.00/0
doi: 10.1016/j.jada.2009.06.002

ADA values	Principles
Customer Focus: Meets the needs and exceeds expectations of internal and external customers	#5, #9
Integrity: Acts ethically with accountability for life-long learning and commitment to excellence	#1, #2, #4, #5, #6, #7, #10, #11, #12, #13, #17, #18
Innovation: Embraces change with creativity and strategic thinking	
Social Responsibility: Makes decisions with consideration for inclusivity as well as environmental, economic, and social implications	#3, #8, #9, #11, #13, #14, #15, #16, #17, #18, #19

Figure. Alignment of American Dietetic Association (ADA) Values to the Principles of the Code of Ethics for the Profession of Dietetics.

7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.

- a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.
- b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
- c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

Responsibilities to Clients

8. **The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.**
9. **The dietetics practitioner treats clients and patients with respect and consideration.**
 - a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
 - b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.
10. **The dietetics practitioner protects confidential information**

and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.

11. **The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).**

Responsibilities to the Profession

12. **The dietetics practitioner practices dietetics based on evidence-based principles and current information.**
13. **The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.**
14. **The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.**
15. **The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.**
 - a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
 - b. When a conflict of interest cannot be resolved by disclosure,

the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. **The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.**
17. **The dietetics practitioner accurately presents professional qualifications and credentials.**
 - a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials ("RD" or "Registered Dietitian"; "DTR" or "Dietetic Technician, Registered"; "CS" or "Certified Specialist"; and "FADA" or "Fellow of the American Dietetic Association") only when the credential is current and authorized by CDR.
 - b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.
18. **The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.**

Clarification of Principle:

- a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner's professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner's judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
- b. It shall not be a violation of this principle for a dietetics

practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.

- c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner's professional judgment.
- d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner's ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

Responsibilities to Colleagues and Other Professionals

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

- a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
- b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

PROCESS FOR CONSIDERATION OF ETHICS ISSUES

In accordance with ADA's Code of Ethics, a process has been established

for consideration of ethics issues. This process defines the procedure for review of and response to ethics complaints, including hearings, disciplinary action, and appeals. The process was approved on June 2, 2009, by the ADA Board of Directors, the House of Delegates, and the Commission on Dietetic Registration.

Committee

A three (3)-person committee, comprised of members of ADA and/or CDR-credentialed practitioners, will be appointed to handle all ethics matters. One person will be appointed each year by the president-elect of ADA, the chairperson of CDR, or the speaker-elect of the House of Delegates (based on the expired term). Terms of office will be for three (3) years. Terms will be staggered to allow for continuity. The chairship will rotate among the three (3) committee members. The chairship will be awarded to the person moving into the third year of the three (3)-year term of office.

The Committee will have authority to consult with subject experts as necessary to conduct its business. The Committee may perform such other educational activities as might be necessary to assist members and credentialed practitioners to understand the Code of Ethics.

Ethics Opinions

The Committee may issue opinions on ethics issues under the Code of Ethics on its own initiative or in response to a member's or credentialed practitioner's request. These opinions will be available to members and credentialed practitioners to guide their conduct, and will also be available to the public. Situations may be factual or hypothetical, but no names will be disclosed.

Ethics Cases

Preamble. The enforcement procedures are intended to permit a fair resolution of disputes on ethical practices in a manner that protects the rights of individuals while promoting understanding and ethical practice. The Ethics Committee has the authority and flexibility to determine the best way to resolve a dispute, including educational means where appropriate.

1. Complaint

A complaint that a member or credentialed practitioner has allegedly violated the Code of Ethics for the Profession of Dietetics must be submitted in writing on the appropriate form to the Ethics Committee.

The complaint must be made within one (1) year of the date that the complainant (person making complaint) first became aware of the alleged violation or within one (1) year from the issuance of a final decision in an administrative, licensure board, or judicial action involving the facts asserted in the complaint.

The complainant need not be a member of ADA nor a practitioner credentialed by CDR.

The complaint must contain details on the activities complained of; the basis for complainant's knowledge of these activities; names, addresses, and telephone numbers of all persons involved or who might have knowledge of the activities; and whether the complaint has been submitted to a court, an administrative body, or a state licensure board. The complaint must also cite the section(s) of the Code of Ethics for the Profession of Dietetics allegedly violated.

The complaint must be signed and sworn to by the complainant(s).

2. Preliminary Review of Complaint

The chair of the Ethics Committee, legal counsel for ADA, and appropriate staff will review the complaint to determine whether all the required information has been submitted by the complainant and whether an ethics question is involved.

If a complaint is made regarding an alleged violation of the Code of Ethics for the Profession of Dietetics and a similar complaint is already under consideration regarding the same individual by a state licensure board of examiners, an administrative body, or a court of law, the Ethics Committee will not process the complaint until a final decision has been issued.

3. Response

If the preliminary review determines that the process should proceed, the ADA staff or chair of

the Ethics Committee will notify the respondent (person against whom the complaint is made) that a complaint has been made.

The notice will be sent from the staff via certified mail, return-receipt requested. The respondent will be sent a copy of the complaint, the Code of Ethics for the Profession of Dietetics, the Review Process, and the Response to Complaint form.

The respondent will have thirty (30) days from receipt of the notification in which to submit a response. The response must be signed and sworn to by the respondent(s).

If the Ethics Committee does not receive a response, the chair of the Ethics Committee or his or her designee will contact the respondent by telephone. If contact with the respondent is still not made, a written notice will be sent. Failure to reach the respondent will not prevent the Committee from proceeding with the investigation.

The response submitted to the Ethics Committee by the respondent, may, upon request by the complainant, be provided to the complainant following the decision of the Committee.

4. *Ethics Committee Review*

The chair of the Ethics Committee will add the complaint and response to the Committee's agenda, after consultation with legal counsel and appropriate staff. The complaint and the response will be reviewed by the Ethics Committee.

The Committee has broad discretion to determine how to proceed, including, but not limited to, dismissing the complaint, requesting further information from the parties, resolving the case through educational activities, holding a hearing as specified hereafter, or in any other way deemed advisable. The Committee may use experts to assist it in reviewing the complaint and response and determining further action.

At the appropriate time, the Ethics Committee will notify the complainant and the respondent of its decision, which may include the Committee's preliminary opinion with a request that the respondent take certain actions, including, but

not limited to, successful completion of continuing professional education in designated areas, or supervised practice based on the terms to be set forth by the Committee.

The Ethics Committee may also recommend appropriate remedial action to the parties, which if undertaken, would resolve the matter.

The Ethics Committee may recommend, in its discretion, that a hearing be held subject to the other provisions of these procedures.

5. *Licensure Board Action or Final Judicial or Administrative Action*

When the Ethics Committee is informed by a state licensure body that a person subject to the Code of Ethics for the Profession of Dietetics has had his or her license suspended or revoked for reasons covered by the Code, the Committee may take appropriate disciplinary action without a formal hearing.

When a person has been finally adjudged or has admitted to committing a misdemeanor or felony as specified in Principle 4 of the Code, the Committee may take appropriate disciplinary action without a formal hearing.

6. *Hearings*

A. *General*

Hearings shall be held as determined by the Ethics Committee under the following guidelines.

Hearing dates will be established by the chairman of the Ethics Committee. All hearings will be held in Chicago, IL.

The Ethics Committee will notify the respondent and the complainant by certified mail, return-receipt requested, of the date, time, and place of the hearing.

The respondent may request a copy of the file on the case and will be allowed at least one postponement, provided the request for postponement is received by ADA at least fourteen (14) days before the hearing date.

B. *Conduct of Hearings*

The chair of the Ethics Committee will conduct a hearing

with appropriate staff and legal counsel present. Individuals who have no conflict of interest will be appointed.

In the event that any Ethics Committee member cannot serve on the hearing panel for any reason, a replacement will be appointed by the representative of the original body that made the appointment, either the ADA president, the CDR chairperson, or the speaker of the House of Delegates as appropriate.

The parties shall have the right to appear, to present witnesses and evidence, to cross-examine the opposing party and adverse witnesses, and to have legal counsel present. Legal counsel for the parties may advise their clients, but may only participate in the hearings with the permission of the chair.

The hearing is the sole opportunity for the participants to present their positions.

Three members of the Ethics Committee shall constitute a quorum. Affirmative vote of two thirds (2/3) of the members voting will be required to reach a decision.

A transcript will be prepared and will be available to the parties at cost.

C. *Costs*

ADA will bear the costs for the Ethics Committee, legal counsel, staff, and any other parties called by ADA. ADA will bear the travel costs and one (1) night's hotel expenses for the complainant and respondent and one person that each chooses to bring, provided that such person is necessary to the conduct of the hearing as determined by the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of these procedures.

The respondent and the complainant will be responsible for all costs and fees incurred in their preparation for and attendance at the hear-

ing, except expenses for travel and hotel as stated above.

D. Decision

The Ethics Committee will render a written decision specifying the reasons therefore and citing the provision(s) of the Code of Ethics for the Profession of Dietetics that may have been violated. The Committee will decide that:

- 1) the respondent is acquitted;
- 2) educational opportunities are pursued;
- 3) the respondent is censured, placed on probation, suspended, or expelled from ADA; and/or
- 4) the credential of the respondent is suspended or revoked by the CDR of the ADA.

The decision of the Ethics Committee will be sent to the respondent and the complainant as soon as practicable after the hearing.

7. *Request by Complainant for Review of Respondent's Response*

The Ethics Committee will, except where the response contains information that the Committee determines for good reasons should not be shared, grant the request of a complainant to review the response received from the respondent in an ethics case, provided the request is made within thirty (30) days of notification of the final action of the Ethics Committee. The complainant will be required to maintain confidentiality of the documentation and to refrain from sharing it with any other third parties or individuals. The complainant will have twenty (20) days to advise the Ethics Committee as to any comments, concerns, or issues with regard to the respondent's response, but the Committee shall have no obligation to take further action. The respondent will be notified of the Committee's action to release the response to the complainant.

A. The materials describing the ethics complaint process, including those materials provided to the complainants and respondents, shall be amended to disclose the fact that a respondent's response may be

made available to the complainant.

- B. Any request to review the respondent's response must be submitted in writing (electronic or mail) no later than thirty (30) days after final action by the Committee.
- C. ADA staff will notify the Ethics Committee of the request and will provide a timeline for addressing it.
- D. Within five (5) business days of the request being received, the Committee will advise the respondent that the complainant has made the request and is being given access to the response. The requested documentation will be sent to the complainant via express mail to ensure delivery.
- E. The complainant will be required to commit in writing to maintain the confidentiality of the documentation by signing a statement to this effect.
- F. Any comments, concerns, or issues with the respondent's response must be communicated to ADA staff within twenty (20) days in writing (electronic or mail). ADA staff will add the complainant's comments, concerns, or issues onto the agenda of the next Ethics Committee conference call or meeting. The Committee will determine whether further action is necessary and shall communicate its determination to the complainant.
- G. The complainant will return the documents after review via UPS at the expense of ADA within twenty-five (25) days.

8. *Definitions of Disciplinary Action*

Censure: A written reprimand expressing disapproval of conduct. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Not applicable to the disciplinary action.

Probation: A directive to allow for correction of behavior specified in Principle 7 of the Code of Ethics for the Profession of Dietetics. It may include mandatory

participation in remedial programs (eg, education, professional counseling, and peer assistance). Failure to successfully complete these programs may result in other disciplinary action being taken. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Specified time to be decided on a case-by-case basis.

Suspension: Temporary loss of membership and all membership benefits and privileges for a specified time with the exception of retention of coverage under health and disability insurance. ADA group malpractice insurance will not be available and will not be renewed during the suspension period.

Time frame: Specified time to be decided on a case-by-case basis.

Suspension of Registration: Temporary loss of credential and all benefits and privileges for a specified period of time. It may include mandatory participation in remedial programs (eg, education, professional counseling, and peer assistance).

At the end of the specified suspension period, membership and registration benefits and privileges are automatically restored.

Time frame: Specified time to be decided on a case-by-case basis.

Expulsion: Removal from membership and a loss of all benefits and privileges.

Time frame: May apply for reinstatement after a five (5)-year period has elapsed or sooner if the basis for the expulsion has been removed, with payment of a reinstatement fee. The individual must meet membership requirements in effect at the time of the application for reinstatement.

Revocation of Credential: Loss of registration status and removal from registry; loss of all benefits and privileges. Upon revocation, the former credentialed practitioner shall return the registration identification card to CDR.

Time frame: Specified time for reapplication to be decided on a case-by-case basis, but, at minimum, current recertification re-

quirements would need to be met. A credential will not be issued until CDR determines that the reasons for revocation have been removed.

9. Appeals

A. General

Only the respondent may appeal an adverse decision to ADA. During the appeals process, the membership and registration status of the respondent remains unchanged.

The ADA president, the chairperson of CDR, and the speaker of the House of Delegates shall each appoint one person to hear the appeal. These individuals shall constitute the Appeals Committee for that particular case. Individuals who have no conflict of interest will be appointed.

B. Recourse to the Appeals Committee

To request a hearing before the Appeals Committee, the respondent/appellant shall notify the appropriate staff at ADA headquarters, by certified mail, return-receipt requested, that the respondent wishes to appeal the decision. This notification must be received within thirty (30) calendar days after receipt of the letter advising the respondent/appellant of the Ethics Committee's decision.

C. Contents

The appeal must be in writing and contain, at a minimum, the following information:

1. The decision being appealed.
2. The date of the decision.
3. Why the individual feels the decision is wrong or was improperly rendered (See E, "Scope of Review").
4. The redress sought by the individual.
5. The appeal will be signed and sworn to.

If the appeal does not contain the information listed above, it will be returned to the individual who will be given ten (10) calendar days to resubmit. Failure to furnish the required information

within ten (10) calendar days will result in the appeal being waived.

D. Procedures

Upon receipt of this notification, appropriate staff shall promptly notify the chair of the Appeals Committee that the respondent/appellant is appealing a decision made by the Ethics Committee.

The Appeals Committee chair shall acknowledge the appeal and request a copy of the relevant written information on the case from appropriate staff.

1. Location and participants
 - a. All appeals hearings will be held in Chicago, IL.
 - b. The complainant/appellee, the respondent/appellant, and the chair of the Ethics Committee will have the opportunity to participate in the appeals hearing.
 - c. The parties may have legal counsel present, who may advise their clients, but may only participate in the hearings with the permission of the chair.
 - d. Attendance at the hearing will be limited to persons determined by the chair to have a direct connection with the appeal and appropriate staff and legal counsel.
2. Conduct of the hearing

The three (3) parties involved in the appeal will be given the opportunity to state why the decision and/or disciplinary action of the Ethics Committee should be upheld, modified, or reversed.

E. Scope of Review

The Appeals Committee will only determine whether the Ethics Committee committed procedural error that affected its decision, whether the Ethics Committee's decision was contrary to the weight of the evidence presented to it, or whether there is new and substantial evidence that would likely have affected the Ethics Committee's decision that was

unavailable to the parties at the time of the Ethics Committee's hearing for reasons beyond their control.

In reviewing the decision of the Ethics Committee, the Appeals Committee shall consider only the transcript of the hearing and the evidence presented to the Ethics Committee.

F. Record of Hearing

A transcript will be prepared and will be maintained in the case file.

G. Decision of Appeals Committee

1. The Appeals Committee shall prepare a written decision stating the reasons therefore. The decision shall be to affirm, modify, or reject the decision and/or disciplinary action of the Ethics Committee or to remand the case to the Ethics Committee with instructions for further proceedings.
2. Decisions of the Appeals Committee will be final.

H. Costs

ADA will bear the costs for the Appeals Committee, staff, and legal counsel, and any parties called by ADA. ADA will bear the travel and one night's hotel expenses for the respondent/appellant, the complainant/appellee, and the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of this procedure.

The respondent/appellant and the complainant/appellee will be responsible for all costs and fees incurred in their preparation for and attendance at the hearing, except expenses for travel and hotel as stated above.

10. Notification of Adverse Action

If the respondent is disciplined by the Ethics Committee and does not appeal the decision, the chair of the Ethics Committee will notify the appropriate ADA organizational units, CDR, the affiliate dietetic association, appropriate licensure boards, and governmental and private bodies within thirty (30) days after notification of the final decision.

In the event the respondent ap-

peals a decision to discipline him or her and the Ethics Committee decision is affirmed or modified, similar notification will be made by the chair of the Ethics Committee.

In response to an inquiry about registration status, the Office on Dietetic Credentialing will state only whether a person is currently registered.

11. *Record Keeping*

A. Records will be kept for a period of time after the disposition of the case in accordance with ADA's record retention policy.

B. Information will be provided only upon written request and affirmative response from ADA's legal counsel.

12. *Confidentiality Procedures*

The following procedures have been developed to protect the confidentiality of both the complainant and the respondent in the investigation of a complaint of an alleged violation of the Code of Ethics for the Profession of Dietetics:

A. The need for confidentiality will be stressed in initial communications with all parties.

B. Committee members will refrain from discussing the complaint and hearing outside of official committee business pertaining to the complaint and hearing.

C. If the hearing on a complaint carries over to the next Committee, the complaint will be heard by the original Committee to hear the complaint.

D. Communication with ADA witnesses will be the responsibility of the Committee chair or staff liaison.

E. Witnesses who testify on behalf of ADA will be informed of the confidentiality requirements and agree to abide by them.

F. The Committee chair will stress the importance of confi-

dentiality at the time of the hearing.

G. To ensure confidentiality, the only record of the hearing will be the official transcript and accompanying materials, which will be kept at ADA offices. All other materials that were mailed or distributed to committee members should be returned to ADA staff, along with any notes taken by Committee members.

H. The transcript will be available if there is an appeal of the Ethics Committee's decision and only to the parties, Ethics Committee members, Appeals Committee members, ADA legal counsel, and staff directly involved with the appeal.

Recognition is given to the members of the Code of Ethics Task Force for their contributions: Marianne Smith Edge, MS, RD, LD, FADA, Chair; Alice Beth J. Fornari, EdD, RD; Cheryl A Bittle, PhD, RD, LD; Doris Derelian, PhD, JD, RD, FADA; Jana Kicklighter, PhD, RD, LD; Leonard Pringle, DTR; Harold Holler, RD, LDN, ADA Staff; Chris Reidy, RD, CDR Staff; J. Craig Busey, JD, former ADA Legal Counsel.