

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

STUDENT HANDBOOK

2020-2021

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

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

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INTRODUCTION

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

Program Director and CP Faculty

CP Director

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Program Philosophy

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

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

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

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

PROGRAM MISSION, GOALS, AND OBJECTIVES

Mission:

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

Program Goal 1:

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

Program Objectives for Goal 1:

Objective 1- At least 80% of program students complete program/degree requirements within 3 years (150% of the program length).

Objective 2- 80% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

Objective 3- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Objective 4- Of graduates who seek employment, 70% percent are employed in nutrition and dietetics or related fields within 12 months of graduation.

Objective 5- 80% of employers, who complete the employer survey, will rate CP graduates at 3 or higher, on a 4-point scale, for preparedness in an entry-level position.

Objective 6- Among CP graduates, 33% will complete a master's degree within 36 months of graduation from the CP.

Program Goal 2:

Provide CP graduates with skills necessary to participate in and lead dietetics related services that will enhance the health and well-being of people and the environment in which they live.

Program Objectives for Goal 2:

Objective 1- 50% of CP graduates will hold a leadership role in a community organization within 12 months of graduation.

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

CP ADMISSION REQUIREMENTS

Recruitment

The University of Kentucky Coordinated Program considers all applicants equitably.

Admission

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

CP STUDENT COMPETENCIES FOR THE DIDACTIC PORTION

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

Knowledge Requirements and Learning Outcomes

Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice

- KRDN 1.1: Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2: Use current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3: Apply critical thinking skills.

Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice

- KRDN 2.1: Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2: Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
- KRDN 2.3: Assess the impact of a public policy position on nutrition and dietetics practice.
- KRDN 2.4: Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5: Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
- KRDN 2.6: Demonstrate an understanding of cultural competence/sensitivity.

- KRDN 2.7: Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
- KRDN 2.8: Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

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

- KRDN 3.1: Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
- KRDN 3.2: Develop an educational session or program/educational strategy for a target population.
- KRDN 3.3: Demonstrate counseling and education methods to facilitate behavior change for and enhance wellness for diverse individuals and groups.
- KRDN 3.4: Explain the processes involved in delivering quality food and nutrition services.
- KRDN 3.5: Describe basic concepts of nutritional genomics.

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

- KRDN 4.1: Apply management theories to the development of programs or services.
- KRDN 4.2: Evaluate a budget and interpret financial data.
- KRDN 4.3: Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
- KRDN 4.4: Apply the principles of human resource management to different situations.
- KRDN 4.5: Describe safety principles related to food, personnel and consumers.
- KRDN 4.6: Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

CP STUDENT COMPETENCIES FOR THE SUPERVISED PRACTICE PORTION

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

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

Upon completion of supervised practice, graduates can:

- CRDN 1.1** Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2** Apply evidence-based guidelines, systematic reviews and scientific literature.
- CRDN 1.3** Justify programs, products, services and care using appropriate evidence or data
- CRDN 1.4** Evaluate emerging research for application in nutrition and dietetics practice.
- CRDN 1.5** Conduct projects using appropriate research methods, ethical procedures and data analysis.
- CRDN 1.6** Incorporate critical-thinking skills in overall practice.

2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice

Upon completion of supervised practice, graduates can:

- CRDN 2.1** Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2** Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3** Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4** Function as a member of interprofessional teams.
- CRDN 2.5** Assign patient care activities to NDTRs and/or support personnel as appropriate.
- CRDN 2.6** Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7** Apply leadership skills to achieve desired outcomes.
- CRDN 2.8** Demonstrate negotiation skills.
- CRDN 2.9** Participate in professional and community organizations.
- CRDN 2.10** Demonstrate professional attributes in all areas of practice.
- CRDN 2.11** Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
- CRDN 2.12** Perform self-assessment and develop goals for self-improvement throughout the program.

- CRDN 2.13** Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 2.14** Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CRDN 2.15** Practice and/or role play mentoring and precepting others.

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

Upon completion of supervised practice, graduates can:

- CRDN 3.1** Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2** Conduct nutrition focused physical assessment.
- CRDN 3.3** Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
- CRDN 3.4** Design, implement and evaluate presentations to a target audience.
- CRDN 3.5** Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.
- CRDN 3.6** Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.7** Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.8** Deliver respectful, science-based answers to client questions concerning emerging trends.
- CRDN 3.9** Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.10** Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

Upon completion of supervised practice, graduates can:

- CRDN 4.1** Participate in management of human resources.
- CRDN 4.2** Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
- CRDN 4.3** Conduct clinical and customer service quality management activities.
- CRDN 4.4** Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
- CRDN 4.5** Analyze quality, financial and productivity data for use in planning.
- CRDN 4.6** Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
- CRDN 4.7** Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

- CRDN 4.8** Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
- CRDN 4.9** Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
- CRDN 4.10** Analyze risk in nutrition and dietetics practice.

Leadership and Service-Learning Concentration Competencies

1. **Demonstrate a high standard of professional responsibility through continuous service to the community by applying leadership principles.**
2. **Recognize factors affecting the population (e.g., social, economic, cultural, and linguistic factors) and adjust accordingly to best meet the needs of the target audience being served by providing realistic recommendations for the community.**

CURRICULUM

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

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

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

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

Link to major map: <https://www.uky.edu/academics/bachelors/dietetics>

**COORDINATED PROGRAM IN DIETETICS
PROGRAM SEQUENCE**

Fall Semester Year 3			Spring Semester Year 3		
DHN 301	Dietetics Practice	1	DHN 304	Experimental Foods	3
DHN 302	Principles of Food Preparation	3	DHN 346	Management for Food Industries	3
DHN 312	Life Cycle and Community Nutrition I	3	DHN 313	Life Cycle and Community Nutrition II	3
DHN 374	Research and Writing in Dietetics (GWR)	3	DHN 510	Advanced Nutrition	3
UK Core	Global Dynamics	3	DHN 512	Medical Nutrition Therapy I	4

Fall Semester Year 4			Spring Semester Year 4 – Supervised Practice		
DHN 342	Quantity Food Production	4	DHN 520	Medical Nutrition Therapy I: Supervised Practice	5
DHN 408G	Seminar in Dietetics and Human Nutrition	1	DHN 522	Medical Nutrition Therapy II: Supervised Practice	3
DHN 514	Dietetics Counseling and Communication	3	DHN 524	Food Service Systems Management I: Supervised Practice	5
DHN 517	Medical Nutrition Therapy II	3	DHN 526	Food Service Systems Management II: Supervised Practice	3
UK Core	Humanities	3	DHN 518	Evaluation of Dietetic Issues and Leadership	2
Elective	Professional Support Elective	3			

Summer Session Year 4- Supervised Practice		
DHN 528	Community Nutrition I: Supervised Practice	1
DHN 530	Community Nutrition II: Supervised Practice	2

UK DHN DI SUPERVISED PRACTICE PROGRAM

UK DHN CP rotations during the supervised practice program (SPP) are 7-10 weeks in duration. The SPP provides experiences in Medical Nutrition Therapy, Community Nutrition, and Food Service Systems Management. Research and education are infused in each of these areas. The following are some examples taken from sixty plus possible rotation sites across the Commonwealth of Kentucky.

Food Service Systems Management is a ten-week rotation that includes facilities such as hospitals with patient tray lines and cafeterias, corporate campus settings, nursing facilities and independent living facilities featuring sit-down service. One such facility is the Harrison County Public School System. Harrison Co. School Food Services, through federally assisted meal programs, provides nutritionally balanced, low-cost, or free meals to students each school day. Children who are hungry find it hard to stay alert and participate in their classroom experiences. They help close the "readiness" gap with a good breakfast before classes begin. They also plan school lunches that provide one-third of the recommended dietary allowances for school-age children. Menus include a daily variety of fresh fruits, vegetables, low-fat milk, and whole-grain products. Also, we have made changes in food specifications and preparation to lower fat, sodium, and sugar content.

Community Nutrition rotations are seven weeks long and include health departments, departments of education, cooperative extension, WIC and family resource centers. Interns have opportunities to examine food systems, foodservice administration, menu planning, forecasting, nutrient analysis, staff training, product development, community education, financial management, business planning and working with children from kindergarten to twelfth grade.

Medical Nutrition rotations are ten weeks long and include rural, metropolitan and mid-size facilities. An example of a medical nutrition rotation is Jewish Hospital, and St. Mary's Health Care in Louisville, Kentucky. Here interns can participate in and observe medical nutrition therapy care in several areas.

During the Spring and Summer sessions of the SPP, UK DHN CP interns will enroll in the following course numbers DHN 518, 528/530, 520/526, and 522/524. These courses are designed to cover a minimum of twelve hundred (1200) hours of supervised practice required to meet the Academy of Nutrition and Dietetics requirements for successful completion of the dietetic internship and subsequently eligibility to sit for the national registry exam administered by the Commission on Dietetic Registration (CDR). While all interns will register for the same course numbers for each semester/session, scheduling of individual rotations in foodservice systems management, medical nutrition, and community nutrition settings will be individualized. Interns will also enroll in DHN 518. This course is offered as a hybrid on-line course with meeting times during the internship.

UK Dietetics Internship Program Supervised Practice Hours

Supervised Practice Areas	Supervised Practice Hours	Rationale
Medical Nutrition Systems		
Medical Nutrition Therapy I	40 hours X 7 weeks = 280	On site with Preceptor
Medical Nutrition Therapy II	40 hours X 3 weeks = 140	On site with Preceptor
Total	= 400 hours	
Food Service Systems Management		
Foodservice Systems Management I	40 hours X 7 weeks = 280	On site with Preceptor
Foodservice Systems Management II	40 hours X 3 weeks = 140	On site with Preceptor
Total	= 400 hours	
Community Nutrition		
Community Nutrition I	40 hours X 2 weeks = 80	On site with Preceptor
Community Nutrition II	40 hours X 5 weeks = 200	On site with Preceptor
Total	= 280 hours	
Practical Work Hours – RD supervised		
	Amount of Time	Students are assigned to DHN RD faculty and complete these activities under the direct supervision of DHN Faculty and/or their Preceptor
Research Project	40 hours	Evaluate emerging research for application in dietetics practice and demonstrate professional writing skills by writing a literature review. Conduct a research project using appropriate research methods, ethical procedures and statistical analysis. Create a research poster to present. Design and implement a research presentation to a target audience and present research findings to audience. Entire project supervised by RD research mentor.
Plate Waste Study FSSM	4 ½ hours	Conduct a literature review on plate waste studies. Conduct plate waste study within facility. Identify levels of acceptability of typical foods served in a food-service program. Identify impact on environment and ways to reduce food waste.
In-Service FSSM	8 hours	Conduct clinical and customer service quality management activities. Develop quality control and patient satisfaction protocols and present to preceptor. Implement if possible. In-service could also involve human resource hiring, firing and re-training.
Theme Meal - FSSM	20 hours	Develop special meal at facility that includes a budget, staffing needs,

		equipment and supplies. The student is in charge of procurement, production, distribution and service of meal. This project also entails marketing and promotion of the event. Student is in-charge for the entire project that has a special theme that has been researched by the student.
Capital Planning Report FSSM	3 hours	Identify capital expenditures and procedures used to justify an expenditure. Plan requirements to maintain, repair and replace the most widely used piece of equipment and the least widely used piece of equipment in the facility.
Pre-Meal Checklist FSSM	2 ½ hours	Perform multiple 'pre-meal' checks to provide experience in quality assurance checking for menu accuracy, correct food temperatures, proper stocking, professionalism among personnel and others.
Case Study MNT	12 hours	Research on disease state, complete patient assessment, patient interviews and family history taken directly, perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
In-Service MNT	6 hours	Design, implement and evaluate a presentation on a current topic or journal article. Present to clinical staff.
Patient Education Material MNT	4 hours	Demonstrate effective communication skills for clinical services by preparing professional communications while providing respectful, science-based information.
Nutrition Education Project	20 hours	Demonstrate effective communication skills for clinical and customer services in a variety of formats while providing respectful, science-based information. Past examples have included, weekend feeding programs, elder education sessions, congregate meal planning and set-up.
Legislative Activity	12 hours	<ol style="list-style-type: none"> 1. Demonstrate professional writing skills by writing advocacy letters to local legislators. 2. Establish collaborate relationships with other healthcare professionals by participating in professional

		<p>organizations at: KYAND Legislative Day, Kentucky Diabetes Day at the Capitol, and advocacy training from KYAND Legislative Committee</p> <ol style="list-style-type: none"> 3. Apply leadership skills by conducting face-to-face interviews with legislators in the Kentucky Capital. 4. Participate in public policy activities and research AND public policy issues
Cultural competence	4 hours	<ol style="list-style-type: none"> 1. Perform self-assessment tests on cross cultural competency, plot individual competence on cultural continuum 2. Review scenarios on health issues in different cultures with class and faculty 3. Choose a case study, perform the Nutrition Care Process and use standardized nutrition language 4. Plan interventions and establish goals 5. Develop menus for acceptability and affordability that accommodate cultural diversity and health needs of the specific case study 6. Use effective counseling skills to facilitate behavior change on a mock patient
Week One	8 hours X 3 days = 24 hours	<ol style="list-style-type: none"> 1. Anthropometrics lab 2. Master use of equipment for assessment, BodPod 3. Blood pressure lab 4. Cholesterol, glucose testing practice on each other 5. Enteral/parenteral calculations lab 6. Research activities lab 7. Counseling skills practice with simulation 8. Activity with Health of Rural Kentuckians 9. Presentations and collaborations with other healthcare professionals
Week Thirty	8 hours X 3 days = 24 hours	<ol style="list-style-type: none"> 1. Develop One Great Tray for School Lunches based on special dietary needs of children K-12

		<ol style="list-style-type: none"> 2. Develop MyPlate examples for KY ethnic populations – Testing the recipes and developing food systems calendar 3. Present research at poster session 4. Present case study to peers 5. Mock PDP Preparation 6. Food Security Service Project 7. Career and job seeking – Choosing benefits packages activity 8. Event planning
Total	184 hours	
Subtract 3 University Holidays	-24 hours	
Total Dietetic Internship	1240 hours	

COORDINATED PROGRAM POLICIES FOR THE DIDACTIC PORTION

Academic Requirements

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

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

Service-Learning Activities

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

Learning Log Sheet which outlines the activities and total hours, including a description of the experience. This information is included in each student's e-portfolio.

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

Coordinated Program Meetings

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

Professional Memberships and Meetings

CP students are required to maintain memberships in several professional organizations for the duration of the program. These include the: Academy of Nutrition and Dietetics, Kentucky Academy of Nutrition and Dietetics, Bluegrass Academy of Nutrition and Dietetics, and the UK Student Dietetic and Nutrition Association. CP students must attend TWO professional meetings per academic year and submit summaries to the Director for verification of attendance.

Leadership Positions

CP students are required to hold a leadership position in an organization for at least one semester during Year 3 or Year 4 of the program. Students will submit the name and dates of the position to the Director for verification of this requirement.

Coordinated Program Student Advising

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

Evaluation of Student Progress

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

Students are expected to maintain a minimum of a B grade in all professional courses and a 3.0 overall grade point average. Additionally, students must show competence in all areas of

supervised practice as indicated by the competencies. The Program Director will provide the ACEND requirements along with rotation specific evaluation forms for the students.

E-mail Account

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

Student Services

Each CP student has access to all of the University of Kentucky's Student Support Services throughout the entire duration of the program. More information can be found here:

<http://www.uky.edu/sss/>

COORDINATED PROGRAM POLICIES FOR THE SUPERVISED PRACTICE COMPONENT

Attendance

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

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

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

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

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

Weather Policy

Each intern is expected to attend rotations at facilities as scheduled. In event of inclement weather (e.g. snow or ice), the internship preceptor will determine how the status of the affects the workday and will communicate this information to the intern. In general, if the facility is open for business the intern should attend the rotation at the facility if the rotation is open "for business" for non-essential employees.

Assignment Guidelines

Assignments for the DHN 500 series and DHN 518 courses in the CP will be written as directed in the guidelines for each course and published on-line via BB for the distance learning. Accepted procedures should be followed which include use of good grammar, correct spelling and

proofreading. DHN 518, DHN 520/522, DHN 524/526, and DHN 528/530 all have Canvas sites for access to and submission of assignments. The DHN SPP End of Rotation Hard Copy Folder is to be used for submission of original and confidential documents per instructions on the respective Canvas site.

Grievance Policy

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

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

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

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

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

ACEND will review complaints from students, faculty, and preceptors that relate to a program's compliance with accreditation standards in the interest of maintaining quality in dietetics education programs. However, ACEND will not interfere in matters of admission, appointment, promotion or dismissal of faculty, staff, or students. A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting personnel at 800/877-1600, ext. 5400. More information can be found at: www.eatright.org/ACEND. It is important to exhaust your resources through the chain of command at UK before filing a complaint with

ACEND. Complaints should only be sent to ACEND after the programmatic and institutional options have been exhausted.

Completion of Supervised Practice and Issuance of CDR Verification Statement

Upon successful completion of the 129 credit hours, 1,239 supervised practice hours (see chart on pages 13-15), and all requirements for the CP Didactic and Supervised Practice Program, the BS in Dietetics, by virtue of the Senate rules at the University of Kentucky is awarded/conferred by the faculty of the University of Kentucky and approved by the Board of Trustees. Students can learn more about accessing their own student file here: <https://www.uky.edu/registrar/FERPA-privacy>

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

Link to information about AND Verification Statements

<https://www.eatrightpro.org/acend/program-directors/program-directors-faqs/faqs-about-verification-statements>

Licensure

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

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

ServSafe® Certificate

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

Identification

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

Professionalism

Students are expected to present themselves in a professional manner at all times regarding behavior and appearance. Dress code will be established by each facility. However, the student is responsible for maintaining good personal hygiene and an attractive professional appearance, which includes dresses, skirts, slacks/pants, blouses or shirts. Denim, shorts, revealing attire, etc. are not permitted. Shoes should be flat or low heeled (most clinical and food service facilities

restrict the wearing of open-toed shoes, e.g. sandals). The student nametag must be worn; some facilities also require additional identification. Lab coats, if worn, must be clean.

Transportation

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

Student Employment

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

Physical Tests and Insurance

The student shall carry professional liability insurance and evidence of such coverage shall be kept on file in the DHN office. Student liability insurance may be obtained through the University for approximately \$25.00 per year. Any accident that occurs which might involve legal liability on the part of the student should be filed in the respective student and program files in the DHN office within five (5) days after the occurrence of the accident and with the University's insurance office. Students are required to show evidence of medical care insurance. If a family or personal policy does not cover the student, the University has an insurance package available for students.

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

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

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

Drug testing and/or an extensive criminal background check may be required by certain sites.

Contact preceptors well in advance of the start date in order to confirm if additional tests are necessary. These tests may carry additional costs to the student, but are usually paid for by the site.

Area Health Education Center

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

Some of the goals of the center are to provide students with opportunities to learn about and explore the cultural and recreational diversity of Kentucky, and to provide experiences for students

which help them learn about professional opportunities available in rural areas of Kentucky. The AHEC office provides financial support to students who complete rotations in outlying areas of Kentucky in order to limit financial hardships as result of spending time away from the main University of Kentucky campus. They provide students with \$100 per week for housing expenses and reimburse mileage for one round trip per month between Lexington and their AHEC Site.

Withdrawal

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

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

Termination Policy

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

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

DHN Supervised Practice Program Disciplinary Action Plan

The due process and remediation policy is listed in the UK DHN CP Handbook and in each supervised practice syllabi. Interns are made aware of our policy during orientation in the first two weeks of the internship year.

If an intern is performing in an unsatisfactory and/or unethical manner, SPP Faculty and preceptor will attempt to resolve and remediate the situation with respect and professionalism. We want our interns to succeed and will do all we can to assist in this process. The following procedures guide the process.

Interns may be deemed inadequate, deficient, or unable to function in the program for two general reasons:

1. Academic. Unsatisfactory performance of the duties of an Intern including inadequate work, incompetence, carelessness, and unethical behavior, particularly behaviors that violate the AND Code of Ethics. Interns must earn a “3” or above on all competencies for that rotation to pass the internship. If a score of “2” or below is earned, then remediation is required. As some competencies may represent more crucial areas of functioning, judgments about individual competency scores that require improvement or remediation are made by SPP Faculty and preceptors on an individual basis. Additionally, receiving a “C” or below on any two assignments in the same domain.
2. Disciplinary. Misconduct (University policies, facility policies, AND Code of Ethics, Federal Law or state Statutes), insubordination, unacceptable behavior (e.g., unexcused absences, excessive tardiness, poor work ethic), inadequate or deficient Intern performance will be decided upon and based on one or more of the following factors:
 1. An inability or unwillingness to acquire and integrate professional standards into one's conduct.
 2. An inability to acquire or failure to make progress in professional skills and reach an accepted level of competency (see above definition of an acceptable level).
 3. An inability to manage personal stress, psychological dysfunction, or emotional reactions.
 4. An inability or unwillingness to work with others in an appropriate, respectful, and professional manner.
 5. An inability or unwillingness to adhere to the facility standards for employees.
 6. Intern does not acknowledge, understand, or address problematic behavior when identified.
 7. The quality of service delivered repeatedly results in negative outcomes for clients.
 8. Expectations for timeliness, quality, and consistency of written documents, such as assignments, medical records and professional correspondence, are not met in the Intern's performance.
 9. Problematic behavior is significant and/or not restricted to one area of professional functioning.
 10. The problematic behavior could have ramifications for legal or ethical infractions if not addressed.

11. Disproportionate amounts of administrative and clinical staff time and attention are required to deal with the Intern's lack of performance.
12. Intern's performance does not change as a function of feedback, remediation, or the passage of time.
13. Intern's performance negatively affects the UK DHN SPP public image.

The UK DHN SPP Faculty, in consultation with involved preceptors, will decide when any of the conditions for inadequate performance or professional deficiency are present. We will direct efforts to bring about improvement and will decide when formal steps should be taken to discipline an Intern and implement the established due process procedures.

Due Process Procedures

The discipline of an Intern follows this sequence.

1. Verbal Discussion

The first step in the disciplinary process is usually a verbal discussion between the Intern and the related preceptor. It is anticipated that most problems in Intern performance and conduct can be resolved at this level of intervention. This is often the case when an Intern is performing slightly below competency.

Academic:

- A rating of "2" or below on any competency will result in a verbal conversation with the preceptor and an informal, brief written plan on the evaluation for how the Intern and preceptor plan to improve the competency. It is recommended that preceptor's use the meeting to talk through helpful courses of action to support the intern's growth.
- Receiving a "C" or below on any two assignments in the same domain.

Disciplinary:

- Matters of Intern misconduct may require the involvement of the UK DHN SPP Faculty and preceptor at the level of verbal discussion. A date should be set for the Intern and preceptor to discuss the issue as a follow-up to determine if it has been resolved or if further action is needed. This date should be communicated to the UK DHN SPP Faculty as well as, any other members of our team who may be involved or affected.

2. Written Warning

Continued unsatisfactory performance or violation of University policy, beyond the stage of verbal discussion, will result in a written warning being given to the Intern. However, disciplinary action may be initiated without written warning if the issue requires/warrants more serious and immediate action. The written warning should include a date upon which the preceptor and Intern will reconvene to discuss if the issue has been resolved or to determine if further action is necessary. This date and the result of this conversation should also be documented, discussed with the UK DHN Faculty and additional staff members, as they are involved or affected as appropriate.

3. Warning Letter

In other matters or when inadequate performance needs to be further addressed, a written notification in the form of a warning letter will identify specific deficiencies, problems, or offenses. The warning letter should also identify specific changes expected of the Intern and indicate an evaluation date that allows a reasonable amount of time to demonstrate an acceptable level of sustained change. The possibility of termination should be clearly articulated in the warning letter, if applicable, so the Intern does not misunderstand the consequences of failing to comply with the intent of the warning. The Intern should sign and date the warning letter to acknowledge receipt of the warning. All parties involved and affected should be aware of the process as it is evolving whenever possible and whenever warranted or needed.

4. Termination

Termination from the UK DHN SPP will be the outcome in cases where the Intern ultimately fails to comply with written warnings, where the violation is un-remediable, where attempts at remediation are unsuccessful or where a violation is considered so egregious that immediate termination is warranted.

If an intern is terminated from the UK DHN CP or requires a leave of absence, she or he will no longer be eligible to continue to receive financial aid, if applicable. See policy on refund of tuition/financial aid. <https://www.uky.edu/financialaid/refund-policy>

Expenses

FEES 2020 - 2021	In-State Tuition	Out of State Tuition
Tuition per semester X 4 semesters	\$6,242	\$15,647
Summer Session per credit hour x 3 credit	\$506	\$1,290
Course Fees	\$432	
Textbooks*	New \$2,060 Used \$1,565	
Housing in the Lexington Area**		
Single	\$600- \$700/month	
Shared	\$350- \$500/month	
Board	\$250.00/ month	
Liability Insurance through UK	\$25.00	
Medical Exams and Immunizations	Free for students who have paid Student Health Services fee.	
Background Check	\$50	
Laboratory Coat	\$40	
Student Membership in the Academy of Nutrition and Dietetics***	\$50	
Bluegrass Academy of Nutrition and Dietetics	\$11.50	
Spring Kentucky Academy of Nutrition and Dietetics Meeting	\$150-300	
RD Exam Review Course	\$150	

*Textbook prices are approximations using the UK Bookstore prices from 2020. This is for all textbooks beginning fall year 3 of the suggested 4-year plan.

** Room, board and living expenses may vary. Housing in specific areas will be funded by Kentucky Area Health Education Centers (AHEC). AHEC off-site rotation stipends will be \$100.00 per week for rent subsidy. Transportation reimbursement (mileage only) will vary. One round trip per month between Lexington and the AHEC Site is provided. Students are responsible for their own mode of transportation.

*** Membership in the AND, KAND, BGAND, and UKSDNA is required.

Link to UK tuition, fees, policies <https://www.uky.edu/registrar/20-21TuitionandFees>

UK DHN Coordinated Program

Student Completion of Required Reading and Review of Information

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

Student Signature

Date

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