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<td>Program Agreement</td>
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</table>
Welcome

Welcome to the Dietetic Technician Program in the Hospitality Management Department at Columbus State Community College.

You have chosen to prepare for an interesting and rewarding profession that is essential for the health and well being of all people. The faculty looks forward to helping you achieve your educational goal. It is our goal to assist you in developing the knowledge and skills needed to become a Dietetic Technician Registered (DTR).

Your success as a student will require that you be diligent and committed to the education needed to prepare you to be employed in the field of dietetics. Achieving excellence in your chosen field will open many opportunities for you in the future.

I am here to guide and assist you in whatever way possible. If you need help, or have questions please contact me. I am available by appointment, or on a “drop in” basis.

We wish you the best as you seek to become a competent professional skilled in the art and science of food and nutrition. May your time at Columbus State Community College be enjoyable and rewarding.

Jan Van Horn, MS, RD, LD
Dietetic Technician Program Coordinator
Introduction

This program handbook for dietetic technician students has been developed to inform you of policies and procedures and to guide you in completing the requirements to become a dietetic technician.

The Dietetic Technician Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, phone: 312-899-5400. The purpose of ACEND is to serve the public by establishing and enforcing standards for the educational preparation of dietetics practitioners; ACEND recognizes dietetics education programs that meet these standards.

As a student at Columbus State Community College, you will find the College Catalog a useful resource. The college rules and regulations can be found in it as well as in the College Student Handbook. A copy of the catalog and student handbook can be accessed on the website at www.cscc.edu. You are responsible for adhering to the rules given in those publications as well as the ones given in this handbook.

The Hospitality Management Department personnel are here as another valuable resource. They are as follows:

Thomas Habegger, PhD
Dean of Health and Human Services
Jan Van Horn, MS, RD, LD
Professor – Dietetics Programs
James Taylor, MBA, CEC, AAC
Chair, Hospitality Management
Karen Krimmer, BBA, AAB, CC, CWPC
Associate Professor
Barry Young, CEC, CCE, AAC
Assistant Professor
Gretchen Friend
Assistant Professor
Diane Souza, BS, CEPC
Instructor

Adjunct Instructors

Adam Hagar, Teaching Assistant

Lori Beckman, Laboratory Assistant
College Procedures and Services

The College Catalog and the CSCC Student Handbook are important publications that provide information about how things happen at the college. Both can be accessed on the WEB site at www.cscc.edu.

The catalog and handbook include the following information:
- The College vision and values, mission and goals
- The academic calendar
- Enrollment services and procedures
- Career planning assistance
- Financial aid procedures
- Fees and payment for college services
- Privacy policy and access to records
- Grading and academic procedures
- Graduation requirements and procedures
- Disciplinary and dismissal processes
- Grievance procedures
- Student rights and responsibilities

Information about other services is also included in the catalog and handbook. There is a multitude of these which include the following: Bookstore, Library, Learning Skills Center, Cougar Mail and Cougar Web, Counseling and Advising, Disability Services, Peer Tutoring, Student Success Testing Center, Multicultural Affairs, Student Activities, Child Development Center, Food Service and Public Safety.

The college employees are here to assist you and to make your college experience as successful and enjoyable as possible. It is your responsibility to be aware of the services provided so as to utilize them to the fullest extent.
Hospitality Management Department
Mission Statement

The mission statement for the department is consistent with and further defines the mission of the college. Hospitality, Massage Therapy, Sport & Exercise Studies group is integrated to meet a variety of needs in the central Ohio community for affecting the human experience. The emphasis in these technologies is placed on real work situations, hands on training and a strong theoretical base on which to derive decisions about career choice and direction. Customer service is at the core of the programs. Meeting the needs of a varying student population diverse in gender, race, socio-economic status, disability, veteran status, sexual orientation, religious background and educational level is a goal of the faculty and staff in our programs. In turn, educating students to meet those same needs in the larger society is our challenge to our student population.

Several majors leading to Associate of Applied Science Degrees are available in the department: Culinary Apprenticeship, Dietetic Technician, Restaurant and Foodservice Management, Restaurant and Foodservice Management – Baking and Pastry Arts Track and Hotel, Tourism and Event Management. In addition, certificates are available as follows: Baking, Dietary Manager, Casino Management, and Meeting and Event Management.

Graduates of the Dietetic Technician Major will be able to:

- Maintain appropriate standards of professionalism, including ethical behavior and adherence to dress and grooming codes required for the industry.
- Set and maintain high quality service standards for satisfying diverse customers.
- Demonstrate effective written and oral communication skills with management, employees and customers.
- Apply nutrition principles to menu planning and food production for a variety of customers.
- Modify diets and menus to meet the needs of persons requiring texture, energy and nutrient modifications.
- Gather and analyze diet history data and apply this information to nutrition care planning for persons on normal and modified diets.
- Provide basic nutrition education for individuals and groups.
- Plan, organize, and supervise the production and service of food and beverage to customers.
- Define concepts and procedures for purchasing, receiving, storage and inventory; and develop specifications for purchase of food and non-food items.
- Produce high quality food products using appropriate ingredients and equipment.
- Demonstrate knowledge of and an ability to comply with laws, rules and regulations governing foodservice and healthcare operations.
- Monitor and analyze quality of patient care and foodservice operations.
Dietetic Technician Major Mission Statement

The mission of the Dietetic Technician Major is to provide a program which meets the needs of its students and the Central Ohio employers. Through the provision of a variety of general, basic and technical didactic coursework and a variety of supervised practice experiences, the graduate will be qualified for an entry level dietetic technician position. This mission coordinates with the College and Hospitality Management mission statements.

Dietetic Technician Program Goals

The Columbus State Dietetic Technician Program Goals for 2013-2018 are as follows:

**Goal 1** – The Dietetic Technician Program will adequately prepare graduates for a successful outcome on the national registration exam.

**Goal 2** – The Dietetic Program will adequately prepare a diverse group of graduates with the knowledge, skills and abilities to satisfactorily perform entry level job duties within the DTR scope of practice.
The Path to Becoming a DTR

To become credentialed as a Dietetic Technician Registered (DTR) you will need to complete the following steps:

1. You must graduate from an accredited dietetic technician program such as the one in which you are enrolled. At Columbus State you will need to complete all courses in the curriculum. These include both general education and technical didactic course work, as well as 450 hours of supervised practice. To qualify for graduation you will need to attain a 2.00 grade point average (GPA) or higher in each category. Many of the courses require a “C” grade (2.00) to proceed to another course. Specific information about each course can be found in the College Catalog course descriptions.

2. After graduation, the program coordinator will complete a verification form and give you several copies. This is a document that confirms you have completed a legitimate dietetic technician program. Future employers may request an original copy during the application process and CDR may need a copy to document you qualify to take the examination.

3. After you have qualified for graduation and received the Associate of Applied Science (A.A.S.) degree, the program coordinator will submit documentation to the Commission on Dietetic Registration (CDR) stating you are eligible to take the national examination to become a Dietetic Technician Registered (DTR). Several weeks later you will receive forms from CDR to complete and send to Pearson Vue along with the required fee. Pearson Vue will then send you a permission slip that allows you to go to a designated testing center and take the computerized examination within the next year. You will know whether or not you passed immediately.

4. The next step is to maintain the DTR credential. Life long learning is a necessary way of life to be a knowledgeable professional. You will need to develop a Professional Portfolio in which you will establish educational goals to guide your continuing education for the next five years. After each five year period you will develop new goals for yourself. As you progress through each five years period you will need to document what you do to achieve your goals.
**Itemized Cost for the DTR Program**

In the process of pursuing the educational goal to become a Dietetic Technician Registered, there are several expenses. For the full time student the cost for your education is divided somewhat evenly between the five semesters of the program. They include the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>(Out of State - $)</th>
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</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$8835.45</td>
<td>$19,566.95</td>
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<tr>
<td>Laboratory fees</td>
<td>455.00</td>
<td></td>
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<tr>
<td>Application and other fees</td>
<td>50.00</td>
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<tr>
<td>Books</td>
<td>1800.00</td>
<td></td>
</tr>
<tr>
<td>Uniforms</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>Heath records</td>
<td>200.00</td>
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</tr>
<tr>
<td>Other supplies</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>Travel/Parking</td>
<td>370.00</td>
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<tr>
<td>Professional memberships</td>
<td>20.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$11,880.45</strong></td>
<td><strong>$22,611.95</strong></td>
</tr>
</tbody>
</table>

In addition to these items which pertain directly to your education at Columbus State Community College, you will need to plan to cover the normal every day cost of living (housing, food, clothing, etc.).

**PRIOR LEARNING CREDIT**

The Dietetic Technician program adheres to the college policy for prior learning assessment which can be found on page 38 of the college catalog. Students who wish to request nontraditional credit through prior learning assessment must complete the Request for Nontraditional Credit Form and meet with the chairpersons of the department offering the course for which nontraditional credit is requested for a preliminary interview.
Dietetic Technician Curriculum

For the full time student, the Dietetic Technician curriculum ideally begins in the Autumn term of the academic year, and continues for five consecutive academic terms (two academic years). There are no Practicum classes scheduled for the Summer term; however, if the curriculum is to be completed in two academic years, some courses must be taken during the Summer Semester. A copy of the curriculum as designed for the full time student is included on the next page.

The curriculum is composed of four segments. Ohio Board of Regents (OBOR) sets the standards as well as the Accreditation Council for Education in Nutrition and Dietetics (ACEND). OBOR requires a total of 60-73 semester credit hours with a minimum of 15 in general education and 14 in basic education. The remaining hours are to be in technical course work. ACEND requires that these include both classroom (didactic) and supervised practice. The supervised practice component must be made up of a minimum of 450 hours. These hours are covered in the practicum courses and selected laboratory courses on campus.

Supervised Practice Experiences

During the four practicum courses you will participate in a variety of healthcare settings. The course instructor will assign you to a site. Every consideration is taken to make this a compatible, convenient and educational experience as possible. This is an experience guided by the requirements of the course and is unpaid.

Practicum (supervised practice) courses are designed to give you the opportunity to apply the information you learn in the classroom. The activities will focus on active participation as well as the completion of written reports.

Educational Purpose of Supervised Practice Experience: Practicum (supervised practice) courses are designed to give students the opportunity to apply the information learned in the classroom. The practicum activities focus on active participation as well as the completion of written reports. Supervised practice experiences are provided by healthcare and foodservice operations whose professional personnel volunteer to give supervision to students. Student experiences are meant to be hands on and the student should contribute useful work while in the operation, however the student should not be used on a regular basis to replace employees in the work place.
# Columbus State Community College

## Plan of Study

### Hospitality Management

### Nutrition & Dietetics Major

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>G/E/B</th>
<th>CR</th>
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<tr>
<td><strong>First Semester</strong></td>
<td></td>
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<tr>
<td>HNTR 1153</td>
<td>Nutrition for a Healthy Lifestyle</td>
<td>T</td>
<td>3</td>
</tr>
<tr>
<td>HNTR 1001</td>
<td>Dental Hygiene</td>
<td>T</td>
<td>15</td>
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<tr>
<td>HOSP 1122</td>
<td>Hospitality Facilities &amp; Sanitation</td>
<td>T</td>
<td>2</td>
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<tr>
<td>COLS 1100</td>
<td>First Year Experience Seminar</td>
<td>B</td>
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<tr>
<td>ENGL 1100</td>
<td>Composition I</td>
<td>G</td>
<td>3</td>
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<td>STAT 1150</td>
<td>Elementary Statistics</td>
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<td><strong>Second Semester</strong></td>
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<tr>
<td>HNTR 1902</td>
<td>Dental Hygiene II</td>
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<tr>
<td>HOSP 1107</td>
<td>Food Principles &amp; Purchasing</td>
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<td>HOSP 1109</td>
<td>Basic Food Production</td>
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<td>BIO 2300</td>
<td>Human Anatomy</td>
<td>G</td>
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<td><strong>Total</strong></td>
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<td>14</td>
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<tr>
<td><strong>Third Semester</strong></td>
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<td></td>
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<tr>
<td>HNTR 2275</td>
<td>Medical Nutrition Therapy I</td>
<td>T</td>
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<tr>
<td>HNTR 2003</td>
<td>Dental Hygiene IIIA</td>
<td>T</td>
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</tr>
<tr>
<td>HNTR 2004</td>
<td>Dental Hygiene IIIB</td>
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<td>1</td>
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<tr>
<td>HOSP 2214</td>
<td>Hospitality Supervision &amp; Quality Management</td>
<td>T</td>
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<tr>
<td>COMM 2200</td>
<td>Business Communication</td>
<td>B</td>
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<tr>
<td>HUM XXXX</td>
<td>(Select from list on back)</td>
<td>G</td>
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<td><strong>Fourth Semester</strong></td>
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<tr>
<td>HNTR 2276</td>
<td>Medical Nutrition Therapy II</td>
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<td>HNTR 2277</td>
<td>DTR Exam Review</td>
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<td>HNTR 2905</td>
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<tr>
<td>HOSP 2219</td>
<td>Food Production &amp; Menu Management</td>
<td>T</td>
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<tr>
<td><strong>Total</strong></td>
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<td>11.5</td>
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</tbody>
</table>

### Graduation Requirements

- **G** = General Education
- **B** = Basic Education
- **T** = Technical Education

- **Total General Ed**: 16
- **Total Basic**: 13
- **Total Non-Technical**: 29
- **Total Tech Ed**: 36
- **Total Credits**: 65

---

Placement requirements for the program are:
- Placement above MATH 1050
- Placement into ENGL 1100
- Cumulative GPA 2.5 or higher

The following courses must be completed with a grade of "C" or higher:
- HNTR 1153 | Nutrition for a Healthy Lifestyle
- HNTR 1901 | Dental Hygiene I
- HNTR 1902 | Dental Hygiene II
- HNTR 2275 | Medical Nutrition Therapy I
- HNTR 2276 | Medical Nutrition Therapy II
- HNTR 2277 | DTR Exam Review
- HNTR 2903 | Dental Hygiene IIIA
- HNTR 2904 | Dental Hygiene IIIB
- HNTR 2905 | Dental Hygiene IV
- BIO 2301 | Human Physiology
- BIO 2300 | Human Anatomy
- HOSP 1122 | Hospital Facilities and Sanitation
- HOSP 2219 | Food Production & Menu Management
- HOSP 2224 | Hospitality Supervision & Quality Mgmt
# NUTRITION & DIETETICS MAJOR

## CURRICULUM GUIDE

<table>
<thead>
<tr>
<th>GE SOCIAL BEHAVIORAL SCIENCE REQUIREMENT (SELECT ONE)</th>
<th>CR</th>
<th>GE ART/HUMANITIES REQUIREMENT (SELECT ONE)</th>
<th>CR</th>
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<tr>
<td>ANTH 2202 Introduction to Cultural Anthropology</td>
<td>3</td>
<td>ARCH 2100 History of Architecture</td>
<td>3</td>
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<tr>
<td>ECON 2200 Principles of Microeconomics</td>
<td>3</td>
<td>HART 1201 History of Art I</td>
<td>3</td>
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<tr>
<td>GEOG 2400 Economic and Social Geography</td>
<td>3</td>
<td>HART 1202 History of Art II</td>
<td>3</td>
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<tr>
<td>POLS 1100 American Government</td>
<td>3</td>
<td>HIST 1111 European History to 1648</td>
<td>3</td>
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<tr>
<td>PSY 1100 Introduction to Psychology</td>
<td>3</td>
<td>HIST 1112 European History since 1648</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1101 Introduction to Sociology</td>
<td>3</td>
<td>HIST 1151 American History to 1877</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 1152 American History since 1877</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 1181 World Civilization I: Non-Western/Non-American to 1500</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 1182 World Civilization II: Non-Western/Non-American Since 1500</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 2223 African American History I: 1451-1876</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 2224 African-American History II: 1877-Present</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>HUM 1100 Introduction to Humanities</td>
<td>3</td>
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<tr>
<td></td>
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<td>HUM 1270 Comparative Religions</td>
<td>3</td>
</tr>
<tr>
<td></td>
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<td>MUS 1251 Survey of Music History</td>
<td>3</td>
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<tr>
<td></td>
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<td>PHIL 1101 Introduction to Philosophy</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PHIL 1130 Ethics</td>
<td>5</td>
</tr>
</tbody>
</table>
Health Records

Before going to a supervised practice site (practicum) you will need to complete a health record to be on file at the college. This includes completing a form that includes information about your general health and immunizations.

In addition, you will need to provide documentation of a negative reaction to the 2-step Mantoux test for tuberculosis. This will need to be updated annually.

You will be unable to schedule practicum classes if these records are incomplete.

Insurance Guidelines

Liability insurance is a requirement of all Dietetic Technician students before entering the supervised practice portion of the curriculum. This is purchased for you by the college and is covered by lab fees in Dietetic Technician Practicums I and III. This policy only covers you during supervised practice experiences.

Medical insurance coverage is highly recommended. The college offers a health insurance program for full time students. Information about this can be obtained from the Cashier’s Office in Rhodes Hall, upper level. Supervised practice sites and the college are not responsible for medical care expenses.

Requirements for and liability during travel to and from practicum sites: Students are responsible for his/her own transportation to supervised practice sites, and are liable for his/her own safety in travel to or from assigned areas. Student parking is available at most clinical sites at no cost. Students will be assigned to clinical sites that do not provide free parking; therefore students will be required to pay for parking (see itemized costs of program on page 7). At no time (including special meetings or classes) is a student permitted to use valet parking at any facility. Public transportation may be available to supervised practice sites, however students are responsible for securing other means of transportation if the supervised practice site is not accessible by public transportation.

Security Issues

Security in healthcare settings is a very legitimate concern for both the clients/patients and employees. A Columbus State name tag will be provided for you. You are required to wear it at all times when you are in a practicum site. Some sites may also require you to wear identification furnished by the site.
Background Checks/Drug Testing

Prior to enrollment in HNTR 1901 – Practicum I, students will be required to complete a Background Check and a Drug Test. All Practicum sites require proof that the student participating in a Practicum experience at their site lacks a criminal record. Both BCI and FBI background checks will be completed.

Universal Precautions

Fact Sheet

**Updated:** 1996  **Released:** 1987

"Universal precautions," as defined by CDC, are a set of precautions designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other bloodborne pathogens when providing first aid or health care. Under universal precautions, blood and certain body fluids of all patients are considered potentially infectious for HIV, HBV and other bloodborne pathogens.

Universal precautions took the place of and eliminated the need for the isolation category "Blood and Body Fluid Precautions" in the 1983 CDC Guidelines for Isolation Precautions in Hospitals. However, implementing universal precautions does not eliminate the need for other isolation precautions, such as droplet precautions for influenza, airborne isolation for pulmonary tuberculosis, or contact isolation for methicillin-resistant *Staphylococcus aureus*.

In 1996, CDC published new guidelines (standard precautions) for isolation precautions in hospitals. Standard precautions synthesize the major features of BSI and universal precautions to prevent transmission of a variety of organisms. Standard precautions were developed for use in hospitals and may not necessarily be indicated in other settings where universal precautions are used, such as child care settings and schools.

Universal precautions apply to blood, other body fluids containing visible blood, semen, and vaginal secretions. Universal precautions also apply to tissues and to the following fluids: cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids. Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, and vomitus unless they contain visible blood. Universal precautions do not apply to saliva except when visibly contaminated with blood or in the dental setting where blood contamination of saliva is predictable.

Universal precautions involve the use of protective barriers such as gloves, gowns, aprons, masks, or protective eyewear, which can reduce the risk of exposure of the health care worker's skin or mucous membranes to potentially infective materials. In addition, under universal precautions, it is recommended that all health care workers
take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices.

Pregnant health care workers are not known to be at greater risk of contracting HIV infection than are health care workers who are not pregnant; however, if a health care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant health care workers should be especially familiar with, and strictly adhere to, precautions to minimize the risk of HIV transmission.

WRITTEN GUIDELINES: UNIVERSAL PRECAUTIONS

Universal precautions are discussed in the following documents:

1. CDC. Recommendations for prevention of HIV transmission in health-care settings. MMWR 1987;36(suppl no. 2S).

These three documents may be obtained by calling the AIDS Hotline at 1-800-342-2437 or the National AIDS Information Clearinghouse at 1-800-458-5231.

In addition, the Occupational Safety and Health Administration (OSHA) has published a standard on "bloodborne pathogens." For information about this document, call 202-219-7157.

For information on infection control in dental practice, call 1-800-458-5231 to obtain "The Infection Control File." For further questions on dental practice, call the Division of Oral Health, CDC, telephone 770-488-3034.

GLOVING, GOWNING, MASKING, AND OTHER PROTECTIVE BARRIERS AS PART OF UNIVERSAL PRECAUTIONS

All health care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure during contact with any patient's blood or body fluids that require universal precautions.

Recommendations for the use of gloves are presented in detail in the Morbidity and Mortality Weekly Report dated June 24, 1988, which is available by calling the National AIDS Information Hotline at 1-800-342-2437 or the National AIDS Information Clearinghouse at 1-800-458-5231.
Gloves should be worn:

- for touching blood and body fluids requiring universal precautions, mucous membranes, or nonintact skin of all patients, and
- for handling items or surfaces soiled with blood or body fluids to which universal precautions apply.

Gloves should be changed after contact with each patient. Hands and other skin surfaces should be washed immediately or as soon as patient safety permits if contaminated with blood or body fluids requiring universal precautions. Hands should be washed immediately after gloves are removed. Gloves should reduce the incidence of blood contamination of hands during phlebotomy, but they cannot prevent penetrating injuries caused by needles or other sharp instruments. Institutions that judge routine gloving for all phlebotomies is not necessary should periodically reevaluate their policy. Gloves should always be available to health care workers who wish to use them for phlebotomy. In addition, the following general guidelines apply:

1. Use gloves for performing phlebotomy when the health care worker has cuts, scratches, or other breaks in his/her skin.
2. Use gloves in situations where the health care worker judges that hand contamination with blood may occur, e.g., when performing phlebotomy on an uncooperative patient.
3. Use gloves for performing finger and/or heel sticks on infants and children.
4. Use gloves when persons are receiving training in phlebotomy.

The Center for Devices and Radiological Health, Food and Drug Administration (FDA), has responsibility for regulating the medical glove industry. For more information about selection of gloves, call FDA at 301-443-8913.

Masks and protective eyewear or face shields should be worn by health care workers to prevent exposure of mucous membranes of the mouth, nose, and eyes during procedures that are likely to generate droplets of blood or body fluids requiring universal precautions. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or body fluids requiring universal precautions.

All health care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needlestick injuries, needles should not be recapped by hand, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal. The puncture-resistant containers should be located as close as practical to the use area. All reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.
General infection control practices should further minimize the already minute risk for salivary transmission of HIV. These infection control practices include the use of gloves for digital examination of mucous membranes and endotracheal suctioning, handwashing after exposure to saliva, and minimizing the need for emergency mouth-to-mouth resuscitation by making mouthpieces and other ventilation devices available for use in areas where the need for resuscitation is predictable.

Although universal precautions do not apply to human breast milk, gloves may be worn by health care workers in situations where exposures to breast milk might be frequent, e.g., in breast milk banking.
Health Care Related Programs
Risks and Pregnancy Guidelines

Students in each of the college's health-related programs, where laboratory or clinical practice is part of the course, will be working with other students and patients in various states of health/illness. As stated in the contracts with our clinical partners, no patient is discriminated against in the provision of health care. Therefore, students may be exposed to various diseases, micro-organisms and pathogens. All students learn 'Standard Precautions' and are required to practice these in labs and clinical facilities in order to minimize risk. However, it is important to understand there is always risk.

Examples of potential risks to students in clinical/laboratory placements include:

- Ionizing radiation may cause damage to a student or developing fetus, when the student does not use required shielding.
- Students may be exposed to communicable diseases. Students are required to have immunizations and health exams prior to beginning some laboratory and all clinical courses.
- Risk of falling, especially on wet surfaces.
- Risk of injuries related to lifting heavy objects or moving patients
- Risk of needle-stick or instrument-related injuries
- Risk of bloodborne pathogen exposure
- Risk of infections or injuries incurred through working with animals.

Statement Regarding Pregnancy:

Student disclosure of her pregnancy status to program personnel is strictly voluntary. While the college does not require that a pregnant student disclose her pregnancy, the college encourages any student who is pregnant or may become pregnant to discuss with her advisor any potential risks and limitations.

Pregnancy does not preclude a student from remaining in a health-related program. Students disclosing a pregnancy are encouraged to have their health-care practitioner document any restrictions that may assist the college in providing reasonable accommodations when required.

Should the student's health-care provider indicate that there are restrictions, once notified, the college is required to abide by the restrictions. If a student is placed on restrictions by her health-care provider and these restrictions are significant enough to compromise the student's ability to continue in a laboratory course or clinical placement, the student may be required to withdraw from the course and re-enter the program at a later date, following delivery. If a health-care provider indicates that there are no restrictions, the student may continue in her laboratory or clinical course without any changes.

Statement Regarding Infectious Diseases:

Students may be exposed to many types of communicable diseases in the clinical environment. These diseases are not limited to but may include: Hepatitis (A, B, C or D), HIV/AIDS, TB, measles, mumps, rubella, rubeola, etc.
ALL students are required to have appropriate immunizations after they are admitted to their program of study (specific information is given to all admitted students). Requirements vary from program to program, depending on the clinical environments. Additionally, although all precautions are taken to minimize exposure and risk, there is always a slight possibility that precautions may fail or that a student may accidentally expose him/herself. All students entering a health-related program of study must be aware of this slight, but real, potential. While students in some programs are required to maintain personal health insurance, ALL students are encouraged to do so.
Health Care Related Programs
Pregnancy Risk Form

Student Section:

I have read the Health Care Related Programs Risks and Pregnancy Guidelines and understand the potential risks that may exist to me and my unborn child should I decide to continue in health program laboratory and clinical placements for the remainder of my pregnancy.

Student signature: ___________________________ Date: __________________________

Health Care Provider Section:

I have read the Health Care Related Programs Risks and Pregnancy Guidelines and am identifying the following laboratory/clinical practice restrictions that my patient is to adhere to for the remainder of her pregnancy:

Student Name ___________________________

Laboratory/Clinical Restrictions:

EDC __________________________

Physician Name: ___________________________ Date: __________________________
Attendance Policy

As stated in the catalog, “Students are expected to attend all classes. A student who has excessive absences during the semester, and has not officially withdrawn, will receive an (E) in that course.” Each course may have additional attendance policies. Be sure to review each course syllabus for these.

Classes and labs will begin on time. You are expected to be there. Tardiness disrupts the class. If excessive, the instructor may take measures to control the problem.

In supervised practice classes, you are required to attend and to be on time at the designated location. You are to maintain an attendance record that is to be approved by the preceptor each day. If you are unable to attend or will be late, you must notify the preceptor as far in advance as possible, but no later than the time you are to arrive. Only those situations that absolutely require you to be absent are acceptable reasons for not attending. Missed supervised practice time may only be made up as approved by the instructor and the preceptor.

The college calendar is the basis for dates of attendance at the supervised practice site. Only those dates designated by the college calendar as holidays will be observed. If the holiday falls on a day other than the day officially scheduled for the supervised practice class, it is not considered a holiday for you in this class.

Discipline/Termination Procedures

The Dietetic Technician program adheres to the college policy regarding discipline and termination found on pages 77-94 in the Student Handbook. Any Dietetic Technician student that violates the Student Code of Conduct Policy will be subject to the penalties outlined in the policy up to expulsion from the college.

Program Completion Requirements

Students that are accepted into the Dietetic Technician program will receive academic counseling by the program director to ensure completion of program requirements within 108 weeks (150% of program length).

Upon acceptance to the Dietetic Technician program the program director will create a class plan that enables the student to complete the program requirements within 108 weeks (150% of program length). Students that do not complete the program requirements within 108 weeks (150% of program length) may be required to repeat core nutrition and foodservice courses based on the recommendation of the program director and the approval of the department chair and the division dean.
Achievement of Course Completion

There are several methods by which you may receive credit for a course. These are by satisfactory completion at Columbus State, transfer credit, proficiency credit, prior learning and articulation agreements. Detailed information about each of these is included in the College Catalog.

Satisfactory completion at Columbus State means receiving a passing grade. Grades are usually determined by several evaluation methods used throughout the term and a final examination. In the supervised practice courses you will complete written assignments and projects as well as receive individual evaluations mid term and at the conclusion.

Transfer credit may be awarded for previous college course work for which a “D” grade has been earned. The course must also be comparable to the one offered at Columbus State and needs to meet recency guidelines for the course.

Proficiency credit may be earned by passing a comprehensive examination covering the information included in the course.

Transfer Agreements

Transfer agreements have been developed between other education programs and Columbus State.

There are agreements with some high school level programs that will give credit for a few of the entry level technical courses such as the Serv Safe course. If you have completed technical courses related to food service in your high school program, you need to meet with the program director to determine if any meet the objectives of courses at Columbus State. A prior learning portfolio may need to be developed.

Transfer also applies to continuation of your education after receiving your degree at Columbus State. The Dietetic Technician Program has an agreement with the Dietetic Didactic Program in the College of Education and Human Ecology at The Ohio State University. If further education is your long term goal, you should contact the Dietetic Technician Program Director for more information and guidance.

More detailed information about course completion at Columbus State can be found in the College Catalog under the section on grading and academic procedures.
Student Abilities

Student abilities relate to the basic activities that a student must be able to perform to complete the Dietetic Technician Program curriculum. Each student must be able to:

1. Attend scheduled classes, labs, and supervised practices and be present for examinations and testing.
2. Travel to clinical sites and have mobility within and around the sites.
3. Assimilate information presented via lecture, handouts, videos, discussions, computer, and/or other educational methods.
4. Complete assignments such as written assignments, oral presentations, class participation, examinations, and computer-based activities.
5. Apply the assimilated information to appropriate situations.
6. Effectively communicate with patients/clients, their families, faculty, and other professionals using oral, phone, written, and computer methods in individual and group settings.
7. Participate in supervised practice activities as scheduled.
8. Demonstrate sufficient problem-solving skills to assess multifactorial aspects of nutrition care.
9. Organize and prioritize necessary tasks within time constraints.
10. Demonstrate sufficient vision, smell, and taste to evaluate the appearance, aroma, and flavor of food.
11. Demonstrate sufficient upper-body strength and manual dexterity to operate and clean household and institutional equipment required for food preparation and food service.
12. Demonstrate sufficient vision to observe compliance with food sanitation and safety codes.

Each student must determine his/her ability to achieve these functions. Any potential student requiring special accommodations to fulfill Program requirements should inform the Program Coordinator and schedule an appointment with Disability Services.
Laboratory and Practicum Course Dress Standard

(1) **Lab Coats** – A white lab coat may be worn over street clothes when in practicum settings. The short length is acceptable. When working in a food production or service area, you are to wear the designated “chefs” uniform and carry a stem thermometer.

(2) **Street Clothes** – This may be a dress, blouse/skirt, or shirt/pants with undergarments. Sweatshirts, “T” shirts, tank tops, sequined tops, shorts, denim jeans, and spandex pants are not considered proper street clothes. The cut of the blouse/shirt must not be so low as to distract others or call attention to the student. The blouse/shirt must be sufficiently long to cover the midriff area at all times. All street clothes are required to be in good taste.

(3) **Socks** – Leg coverings must always be worn. Tights/Hose are to be worn with a dress or skirt; socks are to be worn with pants.

(4) **Shoes** – Shoes can be sturdy, loafer or tie-style, close toed. No sandals, boots, high heels or “clunky” platform heels should be worn. They should be comfortable, give good support and be clean and polished.

(5) **Jewelry** – Keep visible jewelry to a minimum. Your Columbus State name badge, a fine chain necklace, a wedding ring, wrist watch, and small earrings (not larger than the size of a nickel and not dangling) are appropriate.

(6) **Hair** – Hair must be clean, worn simply. Hair must be completely covered with a hairnet or surgical cap whenever in a food production or service area.

(7) **Facial Hair** – Gentlemen with beards and mustaches must keep them neatly groomed; in food production and service areas, a covering may need to be worn. A mustache may not exceed ½ inch, not be lower than the upper lip line. Neatly trimmed. If no beard, you must be clean shaven each day with no stubble.

(8) **Fingernails** – Nails must be clean and well trimmed. Nail polish and nail hardener are not permitted because of possible contamination of the food. Gloves are to be worn while preparing or handling food ready to serve.

(9) **Body Piercing** – No more than two small earnings are to be worn in each ear. No visible “rings” are to be worn on any other part of the body (ex., nose, eyebrow, tongue, etc.)

(10) **Personal Hygiene** – Good personal hygiene is a must. Wear make-up in moderation. No strong scented perfume or hand lotions. No gum chewing, smoking, or eating except in designated areas.
Professional Membership Opportunities

As part of Practicums I and III you are required to have membership in at least one professional group.

As a Dietetic Technician student, you are eligible for Student membership in the Academy of Nutrition and Dietetics, the world’s largest organization of food and nutrition professionals.

As a member you will have access to valuable information, programs and services that will assist you in your career development and growth. The director of the Dietetic Technician program will provide application information. Membership in AN & D automatically includes membership in the Ohio Academy of Nutrition and Dietetics. (OAND). You will also be on the email list and receive information from them.

In addition, you may choose to join the Columbus Dietetic Association (CDA), the local or district group. They send information and hold several professional meetings each year. This is a good opportunity to network with the dietetic professionals and learn about exciting opportunities to participate. There is an additional form to fill out and fee to pay for membership in CDA.

Another option is membership in one of the following related groups:

Ohio Nutrition Council

Other groups may be appropriate; however, they need to be approved by the Program Coordinator.

Verification Policy

Verification statements are issued to all Dietetic Technician students that complete the course work and supervised practice hours required for the program, and graduate from the college. College graduation requirements include the attainment of a “C” (2.00) average in all technical and nontechnical courses (pg 71 College Catalog).
# Academic Expectations

Success in the Dietetic Technician Program takes hard work and dedication of both the students and the instructional staff. Each of us has responsibilities that must be fulfilled and others are counting on us to perform them. The responsibilities of the student and the instructional staff are very similar.

## Preparation for Class

<table>
<thead>
<tr>
<th>Preparation for class is necessary if it is to be a learning experience for the students.</th>
<th>Preparation for class is necessary if it is to Be a learning experience for you.</th>
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</thead>
</table>

### Instructional Staff

This requires that the staff:
- re-read the text.
- prepare by including any new/current information
- clarify any information unsure of.
- plan the session.

### You

This requires that you:
- read assignments.
- write down any questions you have.
- clarify anything you are unsure of.
- summarize the assignment and think about objectives.

### In the Classroom

- show up for class.
- come to class on time – do not leave early (remember, students are entitled to the full learning experience).
- use time wisely to fulfill objectives.
- answer questions to the best of ability.
- acknowledge when you do not know the answer to question; get answer by following class.
- encourage all students and give each an equal opportunity to participate in class.
- control classroom enthusiasm if necessary so all may participate.
- respect all views expressed.
- assume all students are prepared even if their hands are not raised.

### In the Classroom

- show up for class.
- come to class on time – do not leave early (remember, you are entitled to the full learning experience).
- engage in class activities.
- ask questions about anything unclear to you – it may clarify the topic for others as well.
- participate in class discussions and know that comments may lead to better understanding and insight.
- while participating, remember to allow and encourage others to participate.
- respect other students and instructors by listening and not carrying on conversations that will distract others.
- respect all views expressed.
**Student Complaints**

The Dietetic Technician program adheres to the college policy for written student complaints. College Policy and Procedure No. 7-13: WRITTEN STUDENT COMPLAINTS can be found in the Student Handbook pages 100-101.

If a Dietetic Technician student feels that a complaint has not been satisfactorily resolved through the college he/she has the right to issue a complaint to the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND will not intervene on complaints other than those that relate to ACEND accreditation standards, student rights to due process and appeal mechanisms.

Students can contact ACEND staff at: Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995, 312-899-0040 Ext. 5400 or at [www.eatright.org/acend](http://www.eatright.org/acend) to receive a copy of the accreditation standards and/or the policy and procedure for filing a complaint with ACEND.

**Access to Personal Files**

The Dietetic Technician Program adheres to the college policy for access to student files.

Policy and Procedure No. 7-05: ACCESS TO STUDENT RECORDS/RIGHTS AND PRIVACY: Columbus State Community College rules and procedures regarding student rights and the Family Educational Rights and Privacy Act of 1974, as amended, are published in the College Catalog pages 43-44.
A: Core Knowledge & Competencies for the DTR

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

Knowledge

KDT1.1 The curriculum must include a general understanding of the scientific basis of dietetics, exposure to research literature and application to technical practice.

Competencies

Upon completion of the program, graduates are able to:

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

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

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

CDT 1.4 Implement actions based on care plans, protocols or policies
2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the dietetic technician level of practice.

Knowledge

KDT2.1 The curriculum must include opportunities to develop a variety of oral and written communication skills sufficient for entry into technical practice.

KDT2.2 The curriculum must provide basic principles and techniques of effective Interviewing and education methods for diverse individuals and groups.

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

Competencies

Upon completion of the program, graduates are able to:

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

CDT 2.2 Use clear and effective oral and written communication

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

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

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

CDT2.6 Participate in professional and community organizations

CDT2.7 Establish collaborative relationships with other health care professionals and support personnel to effectively deliver nutrition services

CDT2.8 Demonstrate professional attributes within various organizational cultures

CDT2.9 Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration
3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations at the dietetic technician level of practice.

Knowledge

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

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

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

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

Competencies

Upon completion of the program, graduates are able to:

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

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

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

b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements.

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

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

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

CDT 3.3 Provide nutrition and lifestyle education to well populations.

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

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

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

CDT 3.6 Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals.
4. **Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to Individuals and organizations**

**Knowledge**

**KDT4.1** The curriculum must include applied management principles required to deliver food and nutrition programs and services.

**KDT4.2** The curriculum must include content related to applied principles of human resource management.

**KDT4.3** The curriculum must include legislative and regulatory policy related to dietetics operations.

**KDT4.4** The curriculum must include content related to quality management of food and nutrition services.

**KDT4.5** The curriculum must include content related to health care delivery and policies which impact technical practice of dietetics.

**Competencies**

Upon completion of the program, graduates are able to:

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

**CDT 4.2** Perform supervisory, education and training functions

**CDT 4.3** Participate in legislative and public policy activities

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

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

**CDT 4.6** Assist with marketing clinical and customer services

**CDT 4.7** Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment
5. Support Knowledge: knowledge underlying the requirements specified above.

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

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

All persons/patients including your relatives, friends, and acquaintances have the right to have all information regarding their history, treatment, care and prognosis remain confidential. You will not discuss any information with the person/patient, family, or others. If the person/patient or family requests information, you must refer the question to your preceptor.

A persons’ records, of course, are confidential and information concerning the person must not be discussed with the person/patient, the person’s family or visitors, or with anyone who is not directly concerned with the supervision and treatment of the person. When in doubt concerning the issue of confidentiality, it is best not to communicate information and to confer with your preceptor for clarification.

As a member of the Dietetic Technician Program, you represent not only the College, but also the affiliating supervised practice site in your contacts with the employees, patients, visitors and members of the community. The impression you leave with each person is very important to the site and all the people involved in the health care team as well as your fellow students. The site affiliation reserves the right to refuse admission to any Dietetic Technician student who is involved in any activity not considered professional or conducive to proper dietetic practice.

I understand the above statement and will maintain the confidentiality of the persons I come in contact with. I further understand that the failure of respecting the persons’ confidentiality may result in the dismissal from the Dietetic Technician Program.

__________________________________________ ____________________________
Student Signature      Date

__________________________________________ ____________________________
Witness Signature      Date
Dietetic Technology Program Agreement

I have read the Student Handbook in its entirety, and I am familiar with its contents. I expect any violation to result in appropriate action.

I understand that it is my responsibility to review the appropriate sections of this manual, the College Catalog and the College Student Handbook when confronted with a specific problem or concern and contact the program coordinator any time I would like clarification of program expectations.

I understand that all information regarding an employee, a patient or former patient is confidential and is to be used only for educational purposes in the instructional setting.

I understand the supervised practice education centers vary in location, and all students are expected to meet the same requirements.

I understand I may not function independently as a dietetic technician, and the supervised practice preceptor will determine appropriate supervision. I will notify the coordinator of the Dietetic Technician Program if I am working unsupervised in my supervised practice settings.

I understand, as a student in the Columbus State Community College Dietetic Technician Program, I represent not only the College, but also the supervised practice affiliate in my contacts with employees, patients, visitors, and members of the community. The impression I leave with each person is very important to the supervised practice affiliate and all the people involved with the dietetic team as well as my fellow students. I understand the supervised practice affiliate reserves the right to refuse admission to any Dietetic Technician student who is involved in any activity not considered professional or conducive to proper patient care.

I further understand it is my responsibility to be familiar with the policies and procedures of Columbus State Community College as given in the College Catalog and the College Student Handbook.

Student Signature ___________________________________________ Date ____________________________