

M.S. NUTRITION & DIETETICS

STUDENT HANDBOOK OF POLICIES AND PROCEDURES

Coordinated Program

2025 - 2026



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Section 1

Master of Science in Nutrition and Dietetics: Overview

The Coordinated Program offers supervised practice that is necessary to become a Registered Dietitian Nutritionist (RDN). Once the student completes the graduate coursework, they will begin their supervised practice at one of EIU's designated studentship locations in and around Charleston, or at the student identified supervised practice sites.

Timeline	Coordinated Program
Eligible applicants	<p>3+2: Students formally apply to the CP fall semester, junior year. DICAS participation is not required.</p> <p>Graduate Admittance: applicants with earned bachelor's degrees and successful completion of required undergraduate prerequisite courses; DPD-verified graduates are also eligible to apply to the CP. Non-EIU students with earned BS degrees must apply via DICAS.</p> <p>Upon acceptance into the CP (official notification from the Program Director by March 1), students will formally apply to EIU's Graduate School via MyEIU: https://www.eiu.edu/graduate/aboutadmissions.php</p>
Program location	EIU's campus and affiliated Studentship locations around the greater Central/Eastern Illinois and Indiana areas and student identified supervised practice locations
EIU Graduate credits required	36
Hours of Supervised practice (Minimum)	1000
Anticipated time for completion	18 months
Schedule for completion	<p>3+2: Year 4: 2 semesters of dual undergraduate and graduate coursework. Year 5: Supervised practice, May or August start.</p> <p>Graduate CP: Year 1: 2 semesters of graduate course work. Year 2: Supervised practice, May or August start.</p>
Upon completion student receives	<p>3+2: Academy of Nutrition and Dietetics verification statement of CP completion + EIU Master of Science in Nutrition and Dietetics + Bachelor of Science in Nutrition</p> <p>Graduate CP: Academy of Nutrition and Dietetics verification statement of CP completion + EIU Master of Science in Nutrition and Dietetics</p> <p><i>Note: CP verification statements are provided 2 times per year depending on SP completion – January, June</i></p>

Application deadline	February 15 – DICAS applications due. For EIU (internal) applicants, MS paperwork due to CP Director. March 1 – official response due to applicants March 15 – deadline for applicants to respond
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Mission Statement of EIU Coordinated Program in Dietetics

The primary mission of the Coordinated Program in Dietetics at EIU is to provide a graduate program in dietetics which leads to eligibility for the RD/RDN credential that is accessible to students who meet the admission requirements, regardless of their undergraduate major. The CP utilizes multiple pathways to admission and provides direct admission to qualified applicants from EIU.

Goal 1. Program graduates will possess the knowledge and skills necessary to pass the RDN board exam and obtain employment as competent, entry-level dietitians.

Objectives:

1. At least 80% of students are expected to complete the CP within 150% of the program length (2.5 years).
2. Of graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
3. At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
4. 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%.
5. At least 80% of employers surveyed will indicate satisfaction with EIU Coordinated Program graduates as competent entry-level registered dietitian nutritionists.

Goal 2. Program graduates will engage in diverse leadership and professional service opportunities as part of their commitment to lifelong learning.

Objectives:

1. One-year post graduation, 50% of graduates who respond to the alumni survey will indicate they are serving as a preceptor.
2. One-year post graduation, 50% of graduates who respond to the alumni survey will indicate active involvement in at least one professional organization.

Program outcomes data is available upon request.

Section 2

MSND: Supervised practice Program Specifics

The Path to Becoming an RDN

Becoming a Registered Dietitian Nutrition (RDN) is a multi-step process.

1. **Earn a degree from an accredited dietetics program.** Classes vary according to program, but in general, coursework covers subjects that may range from food and nutrition sciences, foodservice systems management, business, economics, computer science, culinary arts, sociology and communication to science courses such as biochemistry, physiology, microbiology, anatomy and chemistry. *Note: Effective January 1, 2024, a minimum of a master's degree will be required to be eligible for the RDN exam.*
2. **Complete a supervised practice requirement.** In addition to earning a degree, individuals must complete at least 1,000 hours of supervised practice to gain real-world experience and apply knowledge learned in the classroom to the context of a variety of work settings.
3. **Pass a national exam for RDNs.** Once you complete your degree and supervised practice, you may schedule to take CDR's Registration Examination for Registered Dietitians to become a credentialed as registered dietetics nutritionist.
4. **Meet requirements to practice in your state.** Many states have regulatory laws (i.e. licensure) for food and nutrition practitioners. All states accept the RDN credential for state licensure purposes.
5. **Stay up to date in dietetics through continuing education.** After successfully passing the national exam and earning the credential, RDNs maintain ongoing professional development to stay up to date on the latest research, recommendations, and best practices.

Dietetics education programs in [colleges and universities are accredited](#) by the Accreditation Council for Education in Nutrition and Dietetics—or ACEND. As an accrediting agency, ACEND makes sure that [students preparing for careers as RDNs](#) are getting the education they need to qualify for taking the national RDN exam.

There are several kinds of accredited dietetics education programs—each offering a distinct experience and “pathway” to RDN eligibility.

For more information on how to become a dietitian, you can also visit the Academy of Nutrition and Dietetics website www.eatrightpro.org and search for how to become a RDN.

General Program Costs

All such expenses are the responsibility of the student and information provided below is estimates.

Eastern Illinois University's Textbook Rental Service provides the students at Eastern Illinois University with quality textbooks at an affordable cost. For more information, visit Textbook Rental Service's website at www.eiu.edu/~textbks/.

Program Fees	Approximate Costs
EIU Tuition: Please check for updates* at https://www.eiu.edu/finaid/cost.php or https://www.eiu.edu/online/	Graduate (IL resident) tuition & fees: \$494.52/credit hour Total approximate cost of graduate program (24 credits coursework + 12 credits

*Student responsibility to check Financial Aid regarding total university costs (tuition & fees) annually. Note – International student and out-of-state student status will incur higher tuition and fees.	supervised practice + university fees) = \$17,802.72
EIU Graduate School application fee	\$35
Academy of Nutrition and Dietetics DICAS application fee	\$65
Additional Expenses and Approximate Costs: As with any graduate dietetic program there are additional expenses beyond tuition and fees. An <i>estimated</i> range of such expenses may include:	
Housing and food: depending on geographical location (rural vs. city) and housing preferences (rent, utilities, etc.)	\$1500.00/month
Gasoline: depending on where you reside in proximity to studentship site, depending on type of vehicle, gas mileage of the vehicle, cost of gasoline, and amount of miles driven. Note – you will need a personal vehicle to participate in supervised practice.	\$200 - 300/month
Immunizations, TB test, Criminal Background Check, urine drug screen. Depending on if the tests are completed at the EIU Health Services or by their personal Provider. Note – this is a required component for participation in supervised practice, regardless of the facility. Students are required to abide by site requirements and are responsible for these costs.	\$90-200.00
Lab coat: depending on brand of coat as well as geographic location of purchase	\$30-50.00

Graduate Assistantship Application Components

The MSND Coordinated Program has three assistantships available: one who assists faculty in undergraduate coursework (specifically teaching the introductory Food Science course), and two who coordinate nutrition education efforts on campus (Sports Nutrition and the Health Education Resource Center). Graduate assistantships are only available for an academic year (August-May). Other GAs are available on campus and can be applied to via your graduate school application.

MSND Degree Requirements

Degree requirements include those outlined for a master's degree by the Graduate School (see "Requirements for a Master's Degree").

The graduate Coordinated Program in Dietetics requires 36 semester hours:

- **Core Courses: 33 semester hours**
 - NTR 5150 - Medical Nutrition Therapy Credits: 3
 - NTR 5600 – Research Methodologies in Nutrition and Dietetics: 3
 - NTR 5610 – Systematic Reviews in Nutrition and Dietetics: 3
 - NTR 5151 – Nutrition and Public Health: 3

NTR 5154 - Medical Nutrition Therapy Credits: 3
NTR 5155 – Communication in Nutrition Education. Credits: 3
PUBH 5770 – Leadership & Ethics for Health Professions: 3
NTR 5981 - Supervised practice Credits: 3
NTR 5982 - Supervised practice Credits: 3
NTR 5983 - Supervised practice Credits: 3
NTR 5984 - Supervised practice Credits: 3

○ **Elective Course(s): 3 semester hours**

Elective course(s) selected in consultation with academic advisor.

Graduate Study Plan Stipulations

1. You are limited to a maximum of ten semester hours of coursework taken between 4750 and 4999.
2. You must complete thirty-six semester hours with a minimum GPA of 3.0.
3. Your Certification of Comprehensive Knowledge will be determined by your performance on the final case study presentation in the Supervised practice rotation (NTR 5984).
4. **Per Graduate School policy, you have six years to complete your degree.** You may take coursework on a part-time basis, but the supervised practice is a full-time commitment.

Upon satisfactory completion of both the MS degree and the supervised practice, students will be provided with an Academy of Nutrition and Dietetics Verification Statement indicating their eligibility to sit for the Registration Examination for Dietitians.

Additional Requirements for Admission into the CP:

On-site participation in clinical experiential learning is required for the graduate-level medical nutrition therapy (MNT) courses, NTR 5150 (fall) and NTR 5154 (spring). **Facility requirements for student participation include the following, and documentation must be provided to the CP Director or clinical coordinator no later than August 1 of the first graduate semester. These same requirements fulfill basic supervised practice placement requirements. Supervised practice facilities reserve the right to require additional onboarding and documentation in order for students to participate.**

Vaccinations

- Measles, mumps, rubella (MMR)
- Varicella (Chicken Pox)
- Hepatitis B
- Tuberculosis (TB): 2-step or QuantiFERON blood test
- Influenza (flu)
- Seasonal Influenza shot

Proof of health insurance

Handbook Acknowledgement

Supervised practice policies; student responsibilities; and student code of conduct.

Background check

10-panel drug screen

Accreditation Status

EIU's Supervised practice program is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 S. Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (800) 877-1600, ext. 5400, <https://www.eatrightpro.org/acend>

Section 3

Student Support Services

Ensuring Student Success

Eastern Illinois University offers a wide variety of student involvement opportunities, such as the Student Dietetic Association and Kappa Omicron Nu, and student support services through the University's Student Success Center (<http://www.eiu.edu/success/>), including study and test taking strategies, one-on-one consulting, and alternate testing sites, as well as clinical services at the Medical Clinic, and counselling services at the Counseling Clinic.

Additionally, students are encouraged to become members of the Academy of Nutrition and Dietetics. This membership provides various benefits to students as they prepare to become registered dietitian nutritionists. Further information about becoming a student member can be found at <http://www.eatrightpro.org/resources/membership/student-member-center>

As members of the Academy, students can join a variety of Dietetic Practice Groups (DPGs). DPGs allow students to interact with other dietetic professionals in an area of core interest. Further information about DPGs can be found at <http://www.eatrightpro.org/resources/membership/academy-groups/dietetic-practice-groups>

Financial Aid

OFFICE OF FINANCIAL AID & SCHOLARSHIPS
Student Services Building – East Wing
600 Lincoln Avenue
Charleston, IL 61920
(217) 581-3713
<http://www.eiu.edu/finaid/>

Several scholarships are available to students enrolled in the College of Health and Human Services. Applications are due in early September. For application and eligibility requirements, consult <https://eiu.academicworks.com/>.

Medical Clinic

The Eastern Illinois University Medical Clinic offers convenient medical care on campus and can be available virtually in some respects. The Clinic provides student-oriented primary care and health education through medical services and a variety of programs. These on-site resources include: a medical clinic, a full state certified lab, x-ray and EKG. Drug testing is available at EIU Medical Clinic with background checks available through other resources that the CP Director will provide. Counseling Services are available to students. For more information, visit <http://www.eiu.edu/counsctr/>

For further information:

www.eiu.edu/health

Health Education Resource Center (HERC)

The HERC serves as a resource for students, faculty, and staff by providing programs, campaigns, interventions, and one-on-one consultations regarding health-related topics. The HERC offers health programming in the areas of alcohol, tobacco and other drug prevention and education, flu and cold prevention and education, nutritional analysis, cooking classes and education, and sexual health education. Most services are free for students.

For further information:

www.eiu.edu/herc

Section 4

Student Requirements and Rights

Academic Standing for Coordinated Program Students

A student must be considered in good standing prior to starting supervised practice. Good standing is defined as maintaining a graduate cumulative GPA of 3.00 or higher for all graduate course work. Note that if a student must repeat a course, the original course grade is NOT replaced by the new grade in the cumulative GPA calculation as is done at the undergraduate level.

Academic Warning

A student is placed on academic warning if the cumulative GPA is below 3.00 but higher than 2.50. Candidates in academic warning may be afforded the opportunity to raise the cumulative GPA to the required 3.00 during the next semester in which they are enrolled. It is the candidate's responsibility to monitor academic standing. Candidates who fail to make the required progress toward good standing may be notified by the Graduate School when they are in academic warning. If a student is placed on an academic warning, they may lose their site placement.

Academic Dismissal of Graduate Degree or Certificate Candidates

Graduate students admitted to degree or certificate candidacy who complete 12 or more semester hours may be dismissed from the University if their graduate cumulative GPA falls below 2.50. If a student is dismissed from the MS program, they will lose their site placement and may need to formally reapply to the program.

Academic Standing for Graduate Assistants

Graduate assistants must meet the cumulative GPA, enrollment and other requirements to continue assistantship eligibility. Graduate assistants are advised to consult the section of the Graduate Catalog titled "Graduate Assistantships" for detailed information regarding these requirements.

Program Withdrawal Policy

Eastern Illinois University CP students may withdraw at any time from EIU and from the MSND Program and/or the Supervised practice. Withdrawal is immediate and is defined as leaving the program permanently.

Withdrawal and Refund of Tuition and Fees

Students choosing to withdraw from a course or the University will have their charges adjusted based on the date of the drop or withdrawal. Charges adjusted are related to Tuition, General Fees and Outreach Fees. Contact the Office of the Registrar at (217) 581-3511 for information about withdrawing from a course or

the University. You may also be interested to see how course and University withdrawal may affect your financial aid. Further information can be found at:

<http://catalog.eiu.edu/content.php?catoid=33&navoid=1414#acad astan for grad degr and cert cand>

Student Discipline and Grievance Procedures

The Office of the Dean of Students (<https://www.eiu.edu/deanofstudents/>) coordinates the University's student disciplinary, grievance, and conflict resolution processes. Student disciplinary matters are reviewed by a University Student Standards Board approved by the Dean of Students. Student concerns related to faculty, staff, and curriculum are reviewed by the CP Director of Nutrition and Dietetics and the College of Health & Human Services Associate Dean. An appeal of a decision made by the University Student Standards Board is handled by the Dean of Students and an appeal related to a course grade is handled by the College Grade Appeal Committee (see IGP 45 at <http://castle.eiu.edu/auditing/045.php>).

If a student has a grievance against a Site Director, preceptor, another site staff member, or the content or process of a supervised practice experience, the following steps should be taken:

1. The student should make a good faith effort to resolve the matter with the preceptors involved.
2. If the student's efforts with preceptors do not resolve the concern, and if the student wishes to pursue resolution of the disagreement further, the student can discuss the matter with the CP Director.
3. If the disagreement is not successfully mediated by interactions with the CP Director, the student may file a formal complaint against the CP Director and/or EIU CP Program. This complaint will be presented to the Chair of the Department of Public Health & Nutrition.
4. If the student's formal complaint is not resolved by the Chair of the Department of Public Health & Nutrition, the student may file a grievance against the CP Director with the College of Health & Human Services.
5. If all the above avenues have been exhausted without resolution, the student is advised to contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND). See below for more information.
6. After the culmination of the grievance process the student may continue in the program with no retaliation. The program is required to maintain a record of student complaints for a period of seven years, including the resolution of complaints.

Complaints about Programs

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against accredited programs to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

A copy of the accreditation standards and ACEND's policy and procedure for submission of complaints may be found on the ACEND website at: <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-or-violation> and complaints may be emailed to ACENDReports@eatright.org.

Liability Insurance Coverage

Eastern Illinois University is a member of SURMA, which is an intergovernmental self-insurance pool that provides its members with a program to fund liability exposures. The program covers civil liability for bodily injury, personal injury and property damage to tangible property resulting from occurrences in the conduct of university business, and damages arising out of certain professional services.

Employees, students in studentships, and agents are "covered persons" under the self-insurance program and subject to its terms and conditions. The coverage is limited to occurrences of professional services which are within the scope of assigned duties and subject to the terms and conditions of the coverage document.

Policy for Student Absence/Sick Leave

1. Absences from assigned rotations are acceptable in cases of medical necessity or unexpected emergencies.
 - a. Any days requested off must be made up in the rotation before moving on to the next rotation.
2. Absences are approved by the CP Director and preceptor on a case-by-case basis.
 - a. Weekends and vacation days may be used to complete missed days, per rotation site, and availability of RDN supervision.
3. Students are also allowed three days in the event of the death of an immediate family member. Days missed may still need to be made up as students must complete the minimum 1000 hours of supervised practice.
4. Students must immediately contact their preceptors they are currently assigned to when calling in sick. The student must also notify the CP Director of the absence from the rotation and note it on their time log.
5. It is the responsibility of the student to arrange and complete any missed days. Any missed days not completed within six weeks of the end of the supervised practice program means the student did not successfully complete the Supervised practice Program.
6. If a student gets injured while at an affiliating agency, they must report the injury to Preceptor immediately and to the CP Director. (See Unusual Occurrence Policy below.)
7. Students participate in supervised practice at their own risk and are not covered by Worker's Compensation.
8. Students are responsible for tracking individual supervised practice hours in a professional work setting and submit documentation to the CP Director via an online system.

Students are scheduled for a minimum of forty hours per week at their rotation site. Students are expected to adhere to their respective site's standard work schedule. For example, if dietitian's standard workweek schedule at the site is M-F, 8 – 4:30pm, the student is expected to adhere to the same schedule. Supervised practice start dates are in accordance with the academic schedule (fall/spring/summer semester start) and students have the option of following the academic calendar for holidays and breaks provided the preceptor and CP Director are notified and the min. hour requirements are met. Extra project work will require off-duty time. Students are expected to be punctual and available throughout the rotation. The preceptor and/or CP Director shall handle all rescheduling. All absences and reasons for absences should be noted on the evaluation form and the time log. All assignments and projects must be completed by the given deadlines.

If a student must be absent for an extended period for illness, pregnancy or adoption leave, or a personal crisis, they will be given a grade of incomplete in 5981, 5982, 5983, and/or 5984, depending on the rotation, for that semester. If less than two weeks is required, the student will not be required to re-enroll. If more than two weeks are required, the student may be required to re-enroll in a rotation. Unexcused absences are not acceptable and are subject to disciplinary action.

Unusual Occurrence Policy and Liability

An unusual occurrence (e.g. adverse reaction to medication, fall or injury, burns) is any event of which a preceptor is made aware and that has potential to result in harm to a dietetic student. If a dietetic student gets sick or has an unusual occurrence during their rotation and needs assistance, the dietetic student is responsible for informing the preceptor of the occurrence as soon as possible after the occurrence. The preceptor and the dietetic student must document such occurrences.

It is the dietetic student's responsibility to arrange for immediate care whether it is to the Eastern Illinois University Student Medical Clinic or the student's healthcare provider of choice. The dietetic student is responsible for all healthcare costs incurred in treatment of said injury. The students' healthcare costs cover both immediate care and any necessary follow-up care. The University is not financially responsible for any costs incurred by the student.

The dietetic student needs to complete a Report of Unusual Occurrence form. In addition, one copy of the report is to be kept by the dietetic student, and one copy is to be kept in the student's file in the program office. If the dietetic student or person harmed declines immediate care or referral for follow-up care, this declination is to be noted on the Report of Unusual Occurrence form under 'Other', with an explanation. If the dietetic student does not want to sign the form, the preceptor should complete it, note that the student has refused to sign, and provide the student with a copy.

Upon notification by the dietetic student of an unusual occurrence that involves potential or actual harm to the student, another person, or to agency product/property, the preceptor will meet with the student to determine the nature of the occurrence. The preceptor will then contact the CP Director to complete the appropriate agency incident report. The original is given to the student, and one copy is kept in the Program Director's office. **Eastern Illinois University, the College of Health and Human Services, the Department of Public Health & Nutrition, the Nutrition and Dietetics unit, and Supervised practice Program are not liable for any injury or accident occurring during travel to and from assigned rotation sites, meeting locations, etc. Dietetic students are to be covered under personal liability/auto insurance for daily travel to and from assigned rotations and experiences.**

Access to personal files and protection of privacy

Eastern Illinois University upholds all provisions of The Family Educational Rights and Privacy Act (FERPA) that affords students certain rights with respect to their education records. These rights include the right to inspect and review the student's education records and the right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. For a full statement of the rights afforded to students by FERPA, consult the University Graduate Catalog.

Eastern Illinois University Supervised Practice files are stored electronically in password-protected files. All information in the file is private and confidential. Students have the right to review their personal Supervised practice file upon request.

Online Student Identity Verification

Every Eastern student is assigned a technology identity, consisting of a NetID and E-number, as well as a PantherMail email account, when they are first admitted to EIU. Each EIU student is assigned a unique username and password to log into the College's learning management system (currently BrightSpace D2L), which acts as our online testing environment. Students are responsible for providing their complete identity information in any identification verification process.

Verification of student identities when using any exam use proctoring services through [Respondus](#). Respondus is integrated within D2L Brightspace but creates a testing environment that proctors and locks the use of any browsers or other applications on the computer; there is also a live proctoring option for instructors to view the learners' taking exams in real-time via their webcams.

Technology Requirements for Distance Education

The following resource from Technology Support provides guidance for students enrolled in courses that necessitate the use of technology, such as laptops/desktops, software, operating systems, and internet browsers:

<https://www.eiu.edu/panthertech/selfhelp-article.php?id=20>

University's Commitment to Diversity

Eastern Illinois University provides equal opportunity in education and employment for all students and employees. Discrimination based on race, color, sex, religion, age, national origin, ancestry, marital status, disability, veteran status, sexual orientation, gender identity, or any other basis of discrimination precluded by federal and state statutes is strictly prohibited. See IGP #174.

The Office of Civil Rights and Diversity is located on campus at 1011 Old Main. For additional information concerning the University's equal opportunity policy, please call (217) 581-5020. The Office of Civil Rights and Diversity reports to the University General Counsel.

Section 5

Supervised practice Policies

Assessment of Prior Learning

Per Graduate School policy, students may earn credit for graduate course work in the program through Credit by Prior Learning (CPL). Consult the CP Director for more information concerning CPL policies and procedures. **EIU Graduate School CPL Policy:**

<https://www.eiu.edu/graduate/credit for prior learning.php>

CPL **cannot** be utilized to grant credit for Supervised practice (NTR 5981,5982,5983, 5984). Per Graduate School policy, students may request that graduate credit be transferred from another university to be applied to the MSND program.

Affiliated Medical Centers

There are several medical centers affiliated with the EIU CP Supervised Practice:

These sites are located within east central to central Illinois and west central Indiana including the following cities: Champaign, Danville, Mattoon, Springfield and Terre Haute. Additionally, student identified supervised practice locations may be utilized with approval of the CP Director .

Selection Criteria and Agreements for Affiliate Medical Centers and Student-Identified Sites

Each medical center must achieve the following basic requirements to be affiliated with EIU's Supervised practice program.

- a. Demonstrate a desire to have EIU students in their facility.
- b. Provide adequate and competent staff to guide EIU students.
- c. Assure adequate patient load in order to provide students with a diverse array of experiences.
- d. Offer affordable housing within the community.
- e. Provide opportunities for students to achieve CP core competencies as stipulated by ACEND.
- f. Designate one Site Director who the student can communicate with (often lead dietitian/preceptor) regarding the studentship progress and who is responsible for facilitating the evaluation of student progress.
- g. Preceptors will complete the ACEND Dietetics Preceptor Training Program (free, awards 8 complimentary CEU's): <https://acend-s-school.thinkific.com/courses/preceptor-training-course>

There will be a written affiliate agreement between EIU and each affiliate medical center, which has been mutually agreed upon. An original copy of the agreement will be signed and kept on file at EIU. The agreement can be amended at any time and will be reviewed and updated routinely, not to exceed a ten-year time span.

Student-Identified Site Option

Immediately following admission to the CP, students will be contacted by the CP Director or clinical coordinator and asked to provide information related to their supervised practice placement requests: either with a current affiliated facility in/around the Charleston, IL area, or with a site that the student desires to find on their own. The CP Director or clinical coordinator will meet with students to discuss placement and students' requests. This process is completed early in the program to provide adequate time for both students and preceptors to plan accordingly, particularly for students who wish to pursue securing their own sites.

If a student decides to secure their own sites for supervised practice (clinical, food service management, community) they will adhere to the following:

1. Students must let the CP Director or clinical coordinator know by the beginning of the first graduate semester of coursework that they are interested in pursuing this option (September 1).
2. The CP Director or clinical coordinator may provide examples of sites that former students have secured, with active affiliation agreements, as a starting point.
3. If a student desires to choose their own site(s) that do not have active affiliation agreements with EIU, the student must allow for up to 6 months for the agreement to be secured. Students may not begin supervised practice at a site that does not have an active affiliation agreement.
4. The student is responsible for making the initial contact with the potential site. An example of an introductory email may be provided for the student, upon request. The introductory correspondence should include the following parameters as the vetting procedure:
 - a. The facility should have the ability to supervise a student for a full work week, for the duration of the rotations as specified by the CP. The CP Director or clinical coordinator will provide the student with rotation objectives, experiences, and evaluation strategies in advance for the potential facility and preceptor to review.
 - b. The facility needs to have an employee who can serve as a lead preceptor and will be available for regular communication with the CP Director or clinical coordinator. This correspondence includes, but is not limited to, student scheduling, conflict resolution,

progress updates, and ongoing training. The preceptor must have the appropriate professional background needed to provide education and mentoring during supervised practice experiences.

c. The preceptor(s) must possess the required credentials and license, as appropriate to meet state and federal regulations and in the area in which they are supervising students. Preceptors must provide evidence of credentials and licensure as appropriate.

Academic and Supervised Practice Calendar/Schedule

Graduate students, while enrolled in graduate coursework, will follow the University's academic calendar. **While completing the Supervised practice, students will follow the University's academic calendar for important dates, such as withdrawal, drop, grade deadlines, and applying for graduation, but will adhere to their studentship site calendar for hours/days off.** The University academic calendar is available from the Office of the Provost website at www.eiu.edu/registra/acadcal.php.

Students will follow the studentship site's schedule as far as holidays and attendance. The following dates, students do not need to report to their studentship site: Memorial Day; Juneteenth; Fourth of July; Labor Day; Election Day; Thanksgiving and the day after; Christmas Day; New Year's Day. Other holidays and religious obligations requiring time off should be discussed with the Site Director at the beginning of the studentship experience.

Supervised practice Rotations

After completing two academic semesters of graduate coursework, the student will complete 25 weeks of studentship at one of the affiliated medical centers, or at their student identified supervised practice sites. The following is a sample schedule and may vary slightly depending on the site/preceptor, with consistency in total hours and alternative experiences required:

Week	Rotation	Contact Hours
1	Orientation to Management	40
2	Management: Food Production	40
3	Management: Safety	40
4	Management: Procurement	40
5	Management: People	40
6	Management: Financial	40
7	Management: Staff Relief	40
GRADE for NTR 5981		
1	Orientation to Clinical Care	40
2	Mental Health	40
3	Nutrition Support (with mini case study)	40
4	Maternal/Pediatrics	40
5	Weight Management	40
GRADE for NTR 5982		
6-7.5	Diabetes (with mini case study)	60
7.5-9	Cardiac/Pulmonary	60
9-10	GI/Surgery	80
11	Oncology/Palliative Care	40
12	Renal	40

GRADE for NTR 5983		
13-15	Staff Relief (with major case study/capstone)	120
1-3	Community	120
25 weeks	GRADE for NTR 5984	
	Required Alternative Experiences: NTR 5982, 5983, 5984 Diabetes mini-case study presentation: 8 hours Nutrition support mini-case study presentation: 8 hours Major case study preparation & presentation (capstone): 24 hours NTR 5150 (fall) and NTR 5154 (spring): On-site participation in clinical experience at Carle Foundation Hospital with supervisory RDN: 50 hours	90 hours Total hours: 1,090
	Students are not required to participate in supervised practice on the following holidays: Memorial Day Juneteenth Fourth of July Labor Day Election Day Thanksgiving Day and the day after Christmas Day New Year's Day	72 hours

Evaluation Policy

The purpose of evaluation is threefold:

1. To assist the graduate dietetic student in developing professionally and personally.
2. To provide an appropriate assessment of their progress.
3. To provide a continuing plan for professional growth.

The student is responsible for providing the preceptors with the appropriate rotation evaluation link(s)/form(s) and making an appointment with the supervisor(s) to complete each evaluation. At the times designated in the Evaluation Schedule below, evaluation forms are to be completed separately by the

student and the rotation supervisor. After discussing the students' and preceptor's evaluations, the information should be loaded into Qualtrics and an updated copy of the evaluation completion log loaded into the appropriate drop box in D2L. This formal evaluation should be supplemented by frequent, and ongoing, informal feedback between the student and the preceptors. Ongoing self-evaluation by the student is also a cornerstone of the process. At the conclusion of the CP, the student will evaluate the Supervised practice, the preceptors, and the overall graduate program.

Student Evaluation of Performance and Grading

Students are informed regularly of their progress by their preceptors. It is the student's responsibility to schedule rotation evaluations with the Site Director and/or preceptors and to keep the CP Director abreast of their progress. The students complete self-assessments and receive formal assessments on their progress at specified intervals throughout the program. The student is responsible for assuring that the CP Director receives all evaluations in D2L in the proper drop boxes.

The CP Director will assign, and report grades (Credit or No Credit) based on verbal and written feedback from each site, reported performance evaluations, and in consultation with Site Directors. A total of four grades will be issued, one for each quarter of the supervised practice (12 credits total).

Given that the start date of the Supervised practice sections may not always be in correlation with the University semester, a grade of "Deferred Credit or Incomplete" might be given. Once the identified standards are completed, the CP Director will change the "Deferred Credit or Incomplete" to a grade. All standards must be achieved before the end of the Supervised practice for the verification statement to be awarded.

Evaluation Schedule

Evaluation Completed	Form Used	Evaluator(s)
Mid-management	Mid-management	Student and supervisors
Final management	Final management	Student and supervisors
Mid-term evaluation	Clinical evaluation	Student and site director
Final-clinical evaluation	Clinical evaluation	Student and site director
Presentations (in services, presentations)	Nutrition Education Evaluation	Student and supervisor
Case Studies	Case Study Evaluation	Supervising RDN and/or Site Director, EIU Faculty Mentor for Major Case Study
End of CP	Exit Evaluation, SP Time Log	Student and Site Director
End of CP	MSND Program Evaluation, Preceptor Evaluation	Student

Student Retention and Remediation

Students must receive passing evaluation scores on all required ACEND CP Competencies. Efforts will be made by preceptors and the CP Director to assist, encourage, and support students to improve their skills, knowledge, and performance to achieve this minimum accepted level. Students are expected to let the CP Directors and preceptors know if they are struggling in their rotation. If a student is struggling in a rotation and/or is in danger of failing a rotation, the CP Director should be made aware by the preceptor as soon as possible and counseling will be provided for the student.

If an evaluation indicates a student may not be successful at a rotation or case study or if a rotation is not successfully completed, the student will be on probationary status. Based on the comments noted on the students' evaluation and commentary from the site director and the student, the CP Director will devise a remediation plan and work with the student to determine competency by:

- Being assigned additional assignments by the rotation preceptor and/or CP Director.
- Repeating portions of the failed rotation, or possibly the rotation in its entirety at the same studentship site.

The preceptor and the CP Director must approve the schedule for a repeat rotation.

If the student is not successful at the studentship site by the repeat of the rotation(s)/case study, the student will be removed from the site. If the CP Director, in consultation with the Director of Nutrition and Dietetics, believes that competency has been achieved, the CP Director will ask the site director of one of the affiliated medical centers if they would be willing to provide a second studentship placement. The CP Director will fully disclose the reason for the initial removal as well as the results of the remediation. If a site is willing to place the student, the CP Director will share the student's application packet with the site director and an interview may take place. Based on the result of the interview, the student may be placed in the site or will await notification of another willing site.

If none of the affiliated sites are willing to allow the student into their facility or if the CP Director does not feel that remediation was successful, then, the student will not receive an additional placement and will be terminated. If the student receives a second placement and fails to meet the standard at this location as well, the studentship will be terminated with no additional remediation or SP placement offered.

Copies of written probationary status letters and individualized improvement plans will be stored in the student files. If the student does not successfully complete the repeated rotation, the student may be subject to disciplinary action or termination from the program.

Students with minimal chances of success in the program will be counseled into career paths that are appropriate to their ability.

Release time for family medical leave will not be included in this time allotment, however, documentation for this leave will be expected. See Unusual Occurrence and Personal Liability Policy.

Disciplinary/Termination Procedures

1. If a dietetic student exhibits behavior requiring disciplinary action, a written warning will be given and a conference will be held with the student and preceptor if the action occurred at the studentship site. Specific steps to ameliorate the identified problems within a designated period of time are a necessary outcome of this conference. Performance will be re-evaluated after expiration of the designated time period.
2. If the student receives three written warnings for any reason; such as unprofessional behavior, inappropriate dress, excessive missed days/tardiness, etc. the student may be terminated from the program.
3. Other examples of possible causes for disciplinary actions/termination include:
 - a. Being under the influence of either drugs or alcohol while on the job (may result in immediate termination).
 - b. Harassing, threatening, intimidating or assaulting (physically or verbally) any person while in the studentship program (may result in immediate termination).
 - c. Theft of property.
 - d. Failure to follow direction of an immediate supervisor/preceptor.
 - e. Unexcused absences.
 - f. Repeated absences or tardiness.
 - g. Failure to perform assigned tasks or not completing assignments.
 - h. Misconduct, inappropriate behavior, arguing with the medical staff, supervisor, or preceptors.
 - i. Failure to complete graduate course work or case studies.

- j. Disrespectful behavior towards preceptors, faculty, professional staff, or other students.
- k. Not showing up for a scheduled rotation.
- l. Quitting the studentship program.
- m. Violation of any policies and procedures of the hosting organization.

Policy on Replacement of Employees

Supervised practice is for educational purposes only and is not intended to replace facility employees, except as planned to demonstrate competence/planned learning experiences. Dietetic student supervised practice experiences will adhere to competency attainment as described in the curriculum and work assignments should be for the purpose of education, i.e., mastery of techniques and reinforcing knowledge. All preceptors are to adhere to the rotation schedules and learning activities as provided by the CP Director and Site Director.

Completion of CP/Certification of Graduation

In order for graduation to be certified at the end of a term, all assignments pertaining to the Supervised practice (NTR 5981,5982,5983, & 5984) **must be satisfactorily completed no later than Friday, 11:59 p.m., the last day of classes in the term the student is enrolled in NTR 5984**. Students who do NOT meet this deadline will receive an Incomplete for NTR 5984 which will remain in place until AFTER the degree certification date for that term and will not be removed until all required assignments have been completed to the satisfaction of the CP Director.

Issuance of CP Verification Statement

The Verification Statement, which indicates your completion of our graduate program, will be issued after certification of your graduate degree - not when the Supervised practice is completed. Once the Verification Statement is earned, the graduate's information will be shared with CDR and the graduate will be eligible to schedule the registration exam.

NTR Drug and Alcohol Free Learning Environment Policy

The Eastern Illinois University Nutrition and Dietetics Program is committed to protecting the safety, health and wellbeing of all colleagues and other individuals impacted by our student experiences (courses and studentship rotations). We recognize that drug use and alcohol abuse pose a significant threat to our goals. We have established a drug free policy for our students participating in medical facility experiences (coursework and SP) of the program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

Students are to be informed of EIU NTRs Drug Free Learning Environment Policy and drug testing procedures upon acceptance to the program. Students are tested prior to starting their program at EIU. Onboarding of the student may not proceed unless and until the candidate has successfully passed a pre-program initiation drug test. (For sake of clarity, although the use of cannabis (marijuana) is permitted in Illinois for medical and recreational use, it remains an illegal drug under federal law. As a result, a candidate who tests positive for cannabis (marijuana) will not be considered to have passed the pre-program initiation drug test.) Those that fail the test are unable to begin coursework and studentship experiences at medical facilities and may be referred to counseling or treatment services available at EIU.

Dress Code

The dress code must be followed at all clinical/practicum experiences. In the event that a clinical agency requires additional requirements, those will be followed.

Uniform requirements:

1. Name badge
2. Footwear must be closed-toed and have no colored markings.
3. Clothing should be neat, clean, and adequately pressed.
4. Nails may not extend above the fingertip. No polish is permitted.
5. Hair must be kept off the face and above the collar or pulled back. Mustaches and beards must be neatly trimmed.
6. Perfume/body spray/cologne should not be used.
7. Jewelry and accessories are limited to one pair of stud earrings, one in each ear lobe and one plain ring/ring set on one finger.
 - a. Note that some clinical areas do not permit any jewelry.

In addition to dress code, students must bring necessary equipment to all clinical/practicums.

Performance of Essential Duties of Dietetics Professionals Policy

See details in Appendix A.

Section 6

Responsibilities of Graduate Dietetic Student and EIU CP Director

Graduate Dietetic Student Job Description

The Graduate Dietetic Student is responsible for complying with all aspects outlined in this Position Description. The Graduate Dietetic Student will develop basic clinical and management skills and techniques and incorporate them into professionally acceptable practice with patients and employees. The Graduate Dietetic Student will report to the CP Director at Eastern Illinois University and the Site Director at the assigned medical center. *At no time during the Supervised practice will the student be used to replace workers.*

Responsibilities

1. Completes orientation at the medical center, familiarization with departments, especially within the Food and Nutrition Services departments, and interrelationships of departments, policies, procedures, individual responsibilities, and routines.
2. Completes orientation to Supervised practice, familiarization with policies, procedures, and responsibilities of the student, site director, and CP Director.
3. Maintains established department policies, procedures, objectives, and safety and sanitation standards.
4. Maintains harmonious working relationships with department staff and medical center personnel.
5. Serves as a nutrition resource to other health professionals.
6. Understands and complies with the principles of confidentiality, privileged communications and professional ethics in written and oral communication regarding patient conditions.
7. Maintains regular communication with EIU CP Director and Site Director at the assigned medical center. Additional meetings with supervisors can be anticipated as circumstances warrant. It is the student's responsibility to arrange meetings when appropriate.
8. Participates in educational programs and in-services meetings; presented in-services as assigned. Participates in fire, disaster, and safety programs, as assigned.
9. Reviews of current professional literature to keep abreast of new developments in nutrition and management research and practice.
10. Participates in and accepts responsibility for departmental and medical center projects, as assigned, within the scope of the program.
11. Gains knowledge of nutrition and dietetics by completing, but not limited to, established CP Curriculum.
12. Completes management rotations with assigned personnel, noting position procedures and equipment used. Compare job position descriptions with actual jobs.
13. Observes management principles in practice, including food production, food procurement, human resource management, and financial management.
14. Understands and complies with regulatory agencies.
15. Responsible for patient care as assigned by Registered Dietitian Nutritionists. Patient care includes culturally competent nutrition screening, nutrition assessment, assessment and provision of education related to medical nutrition therapy, daily patient follow up, discharge planning, and outpatient counseling.
16. Completes all required rotations.
17. Completes community nutrition unit through interviews, visits and other assignments at selected agencies.

Minimum Qualifications

1. Bachelor's degree (DPD-verified or in related fields with required prerequisite completion).
2. Concurrent enrollment in Master of Science in Nutrition and Dietetics at Eastern Illinois University.
3. Effective oral and written communication skills.
4. Clean background check, and drug screen.
5. Has reliable transportation to travel to sites for all rotations as scheduled.

Special Qualifications

1. Current ServSafe Food Service Manager Certification.

Responsibilities of the EIU CP Director

1. Orient the student to the CP Program.
2. Ensure adequate training of preceptors and coordinate learning experiences and projects for each rotation.
3. Organize rotations and plan class days.
4. Ensure that all students are meeting Accreditation Council for Education in Nutrition and Dietetics (ACEND) core competencies.
5. Serve as a role model and mentor.
6. Serve as an advocate for the student when appropriate and justified.
7. Act as a liaison between the preceptor and student as needed.
8. Develop partnerships with outside organizations that strengthen the program.
9. Develop and enforce policies and procedures.
10. Direct the selection and procession of new students.
11. Maintain currency in education and training and revise the program as needed to ensure students are training in current dietetics skills.
12. Be involved in Academy of Nutrition and Dietetics activities that strengthen the quality of the supervised practice program.
13. Maintain the program's accreditation with the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
14. Monitor and evaluate student's progress in each rotation.
15. In collaboration with the Site Directors and other staff, evaluate the Final Project/Major Case study at the completion of the student's rotations.

Code of Ethics for the Nutrition and Dietetics Profession**Effective Date: June 1, 2018****Preamble:**

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice. This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts. The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes. The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence) Nutrition and dietetics practitioners shall: a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations. b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior. c. Assess the validity and applicability of scientific evidence without personal bias. d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery. e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment. f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate. g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity. h. Practice within the limits of their scope and collaborate with the inter-professional team.
2. Integrity in personal and organizational behaviors and practices (Autonomy) Nutrition and dietetics practitioners shall: a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment. b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes. c. Maintain and appropriately use credentials. d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic). e. Provide accurate and truthful information in all communications. f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals. g. Document, code and bill to most accurately reflect the character and extent of delivered services. h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws. i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence) Nutrition and dietetics practitioners shall:
 - a. Participate in and contribute to decisions that affect the well-being of patients/clients.
 - b. Respect the values, rights, knowledge, and skills of colleagues and other professionals. c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media. d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims. e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students. f. Refrain from verbal/physical/emotional/sexual harassment. g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others. h. Communicate at an appropriate level to promote health literacy. i. Contribute to the advancement and competence of others, including colleagues, students, and the public.
4. Social responsibility for local, regional, national, global nutrition and well-being (Justice) Nutrition and dietetics practitioners shall:
 - a. Collaborate with others to reduce health disparities and protect human rights.
 - b. Promote fairness and objectivity with fair and equitable treatment.
 - c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
 - d. Promote the unique role of nutrition and dietetics practitioners.
 - e. Engage in service that benefits the community and to enhance the public's trust in the profession.
 - f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision making specific to personal health or practice (Fornari, 2015).

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk (Fornari, 2015).

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis (AND, 2017).

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public (AND, 2017).

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service (AND, 2018).

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise." (AND, 1995)

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

policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts (AND, 2017).

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals and fair allocation of resources (Fornari, 2015).

Non-Maleficence: is the intent to not inflict harm (Fornari, 2015).

References:

Fornari A. (2015). Approaches to ethical decision-making. *Journal of the Academy of Nutrition & Dietetics*. 115(1):119-121.

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Academy of Nutrition and Dietetics. (1995). "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).

Appendix A
Safety and Technical Standards
EIU CP Program

1. Essential physical/neurological functions: Dietetics students must be able to accurately observe close at hand and at a distance to learn skills and to gather data (e.g., observe an instructor's movements, a verbal response, a chemical reaction, a microscopic image, etc.). Students must possess functional use of the senses that permit such observation.

Essential Functions	Practicum Examples
Tactile: <ul style="list-style-type: none"> • Feel vibrations • Feel differences in sizes, shapes • Detect temperature • Feel differences in surface characteristics • Detect environmental temperature 	Tactile ability sufficient to perform physical assessments, examinations and procedures: <ul style="list-style-type: none"> • identify body landmarks • skin turgor, rashes • skin temperature • detect deviations in skin temperature, solutions, and environment
Visual: <ul style="list-style-type: none"> • See objects up to 20 inches away (e.g., information on a computer screen, skin conditions) • See objects up to 20 feet away (e.g., client in a room) • See objects more than 20 feet away (e.g., client at end of hall) • Use depth perception to distinguish elevation • Use peripheral vision • Distinguish color (e.g. color codes on supplies, charts, bed) • Distinguish color intensity (e.g. flushed skin, skin paleness) 	Visual acuity sufficient to: <ul style="list-style-type: none"> • Observe changes in skin condition including distinguishing change in skin integrity, breathing patterns (including absence of respiratory movement), and color intensity such as the ability to identify cyanosis. • Identification of allergic responses such as skin rashes. • Access patient information on computer screens. • Read very fine print on medication labels, monitor strips, equipment calibrations • Distinguish tissue swelling
Hearing: <ul style="list-style-type: none"> • Hear normal speaking level sounds (e.g. person-to-person report) • Hear faint voices • Hear in situations when not able to see lips (e.g., when masks are used) • Hear auditory alarms (e.g. monitors, fire alarms, call bells) • Perceive origin of sound 	<ul style="list-style-type: none"> • Recognize electronic device alarms • Monitor multiple patients
Smell: <ul style="list-style-type: none"> • Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.) • Detect smoke • Detect gases or noxious smells 	<ul style="list-style-type: none"> • Detect odors exhibited by body fluids which may be indicative of disease processes

2. Essential motor skills: Dietetic students must have sufficient motor capacities and mobility to execute the various tasks and physical maneuvers that are required within each program. Candidates must be able to display motor capabilities and mobility to execute the various tasks and physical maneuvers that are required within each program. Candidates must be able to display motor function sufficient to fulfill the professional roles toward which each program educates.

Essential Functions	Practicum Examples
Gross motor skills <ul style="list-style-type: none"> Move within confined spaces Sit and maintain balance Stand and maintain balance Reach above shoulders (e.g. shelves in food service) Reach below waist (e.g., plug electrical appliance into wall outlets) Stoop and squat 	<ul style="list-style-type: none"> Institute appropriate nutrition and dietetic interventions in clinical community and food service context to serve patient's condition and/or prevent complications.
Fine motor skills <ul style="list-style-type: none"> Pick up objects with hands Coordinate eyes and hands/fingers with speed and accuracy in making precise movements Grasp small objects with hands (e.g., IV tubing, pencil) Write with pen or pencil Key/type (e.g., use a computer) Pinch/pick or otherwise work with fingers (e.g., manipulate medical and food service equipment) Squeeze with fingers (e.g. eye dropper) 	<ul style="list-style-type: none"> Adjust environment when providing patient care Calibrate equipment Twist objects with hands Take vital signs, including blood pressure, pulse, temperature, respiratory rates Pick up or grasp small objects used in patient care, use eye dropper Transmit information via electronic means
Physical endurance <ul style="list-style-type: none"> Stand (e.g., at client side during surgical or therapeutic procedure) Sustain repetitive movements Maintain physical tolerance for entire work shift 	<ul style="list-style-type: none"> Stand/walk to complete clinical day (e.g. 8/12 hour shift) Complete assigned clinical practice within an acceptable time period
Physical strength <ul style="list-style-type: none"> Push and pull 30 pounds (e.g., equipment and materials) Lift 30 pounds (e.g. pick up materials and equipment) Move light objects weighing up to 10 pounds (e.g., materials and equipment) Use upper body strength Squeeze with hands (e.g., operate fire extinguisher) 	<ul style="list-style-type: none"> Position equipment and materials

Mobility <ul style="list-style-type: none"> • Twist • Bend • Stoop/squat • Move quickly (e.g., response to an emergency) • Climb (e.g., ladders/stools/stairs) • Walk 	<ul style="list-style-type: none"> • Maneuver in small spaces* • Move independently from room to room • Twist, bend, stoop, engage in procedures and direct patient care <p>*While health care agencies must meet ADA physical access standards, potential clients and equipment may limit the amount of available space in which to move.</p>
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3. **Essential communication skills:** Dietetic students must be able to communicate effectively and efficiently. Students must be able to process and comprehend written and verbal material.

Essential Functions	Practicum Examples
<ul style="list-style-type: none"> • Teach (e.g. client/family about health care) • Explain procedures • Give oral reports (e.g., report on client's condition to others) • Interact with others (e.g., health care workers) • Speak on the telephone • Influence people • Direct activities of others • Convey information through writing (e.g., progress notes) 	<ul style="list-style-type: none"> • Communicate with patients/clients, family members and health care providers regarding the individual's plan of care. • Read and comprehend printed materials and documents. • Document clearly and correctly on patient's medical record for legal documentation. • Transmit information through written documents that use good grammar, syntax, spelling, and punctuation. • Access laboratory data via automated information system. • Clarify the meaning of non-verbal communication. • Use physical touch as a therapeutic non-verbal intervention. • Present oral reports • Clarify physician orders

4. **Essential judgment skills:** Dietetic students must exercise good judgment and promptly complete all responsibilities required of the program. They must develop mature, sensitive, and effective professional relationships with others. They must be able to tolerate taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility and function in the face of uncertainties and ambiguities. Concern for others, interpersonal competence and motivation are requisite for all programs.

Essential Functions	Practicum Examples
<ul style="list-style-type: none">• Interpersonal abilities essential to interact with individuals, families, and groups from diverse social, emotional, cultural and intellectual backgrounds• Make judgments based on scientific knowledge and thorough assessment of individual patient situations• Practice in a manner that is non-judgmental and non-discriminatory• Function as a contributing member of an interdisciplinary team• Recognize that decision making occurs in an environment of uncertainty and ambiguities• Demonstrate capacity to make sound decisions when under stress	<ul style="list-style-type: none">• Deliver care within accepted timeframe allowing others to complete their responsibilities to patients• Create climate in which patients feel comfortable and able to make informed decisions about their health care• Practice safe care in high stress and/or ambiguous environments such as ICU, Emergency Department, mental health facilities and the community

5. **Essential intellectual and cognitive skills:** Dietetic students must be able to measure, calculate, reason, analyze, synthesize, integrate, remember and apply and evaluate information. Creative problem-solving and clinical reasoning require all of these intellectual abilities. In addition, many candidates must be able to comprehend three dimensional relationships and understand the spatial relationship of structure.

Essential Functions	Practicum Examples
Reading <ul style="list-style-type: none"> • Read and understand written documents 	<ul style="list-style-type: none"> • Read and understand English printed documents (e.g. policies, protocols, standards of care) • Read measurement marks
Arithmetic Competence <ul style="list-style-type: none"> • Read and understand columns of writing (e.g., flow sheet, charts) • Read digital displays • Read graphic printouts (e.g., EKG) • Calibrate equipment • Convert numbers to and/or from Metric System • Read graphs (e.g., vital sign sheets) • Tell time • Use measuring tools (e.g., thermometer) • Read measurement marks (e.g., measurement tapes, scales, etc.) • Add, subtract, multiply, and/or divide whole numbers • Compute fractions (e.g., medication dosages) • Use a calculator • Write numbers in records 	<ul style="list-style-type: none"> • Use measurement tools recognized as central to the care of patients/clients. • Assess and monitor patient status
Analytical Thinking <ul style="list-style-type: none"> • Transfer knowledge from one situation to another • Process information • Evaluate outcomes • Problem solve • Prioritize tasks • Use long term memory • Use short term memory 	<ul style="list-style-type: none"> • Handle multiple tasks and problem solve simultaneously. • Assimilate and apply knowledge acquired from multiple learning experiences • Seek supervision and consultation in a timely manner
Critical Thinking <ul style="list-style-type: none"> • Identify cause-effect relationships • Plan/control activities for others • Synthesize knowledge and skills • Sequence information 	<ul style="list-style-type: none"> • Analyze assessment data in determining nursing diagnoses. • Prioritize tasks • Comprehend and apply abstract concepts

6. **Essential emotional coping skills:** Dietetics students must have emotional health to fully use their intellectual ability, exercise good judgment and complete all responsibilities requisite to the delivery of patient care. Students must be able to develop mature, sensitive and effective relationships with patients and colleagues and be adaptable, flexible and able to function in the face of uncertainty.

Essential Functions	Practicum Examples
Interpersonal Skills <ul style="list-style-type: none"> • Negotiate interpersonal conflict • Respect differences in clients • Establish rapport with clients • Establish rapport with co-workers 	<ul style="list-style-type: none"> • Show respect for the differences in patients/ clients and co-workers. • Function as a member of an interdisciplinary team (e.g. consult, negotiate, share) • Establish rapport with patients/clients • Participate in partnered and group efforts in classroom and clinical learning activities. • Practice in a manner that is non-judgmental and non- discriminatory. • Interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds
Emotional Stability <ul style="list-style-type: none"> • Establish therapeutic boundaries • Provide client with emotion support • Adapt to changing environment/stress • Deal with the unexpected (e.g., client going bad, crisis) • Focus attention on tasks • Monitor own emotions • Perform multiple responsibilities concurrently • Handle strong emotions (e.g., grief) 	<ul style="list-style-type: none"> • Function effectively under stress • Self- and down-regulate own emotional response to maintain professional function • Assume responsibility/accountability for own actions • Provide patient/family with emotional support • Adapt effectively to changing environments and increasing tension levels in a variety of situations (e.g. learning, patient care, emergencies)
Environmental Exposure <ul style="list-style-type: none"> • Ability to function under working conditions in all laboratory and healthcare environments such as hospitals, nursing homes, physician's offices, schools, and community health agencies 	<p>Students may be exposed to hazards such as:</p> <ul style="list-style-type: none"> • Infectious diseases • Allergens • Pathogens • Sharp Objects • Radiation • Violence • Potential physical injury