

2017-2019

NUTRITION & DIETARY MANAGEMENT

Policy Manual

INDIANHILLS
COMMUNITY COLLEGE

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WELCOME

Welcome to the Nutrition & Dietary Management programs. We want you to be successful and we are here to assist you in every way possible. These programs will provide you with a variety of learning experiences to prepare you for your role in the management of institutional foodservice and nutrition.

PROGRAM POLICY MANUAL

The purpose of this Nutrition & Dietary Management Program Policy Manual is to serve as a guide for all students enrolled in the individual programs. It is a supplement to the Indian Hills Community College Student Handbook and Planner and the College Catalog. All policies and regulations from the handbook and catalog are to be observed in addition to those outlined in these following pages.

Indian Hills Community College is accredited by the Higher Learning Commission, member of the North Central Association and the State of Iowa, Iowa Department of Education. The Certified Dietary Manager course work within the Nutrition and Dietary Management programs are approved through the following agency:

The Association of Nutrition & Foodservice Professionals
406 Surrey Woods Drive
St. Charles, IL 60714
(800)323-1908

The non-credit Certified Dietary Manager Certificate Program and the Nutrition & Dietary Manager, A.A.S. programs are part of the Health Sciences Division at Indian Hills Community College. The staff and administration of the Health Sciences Division of Indian Hills Community College have developed this program policy manual.

We welcome you and want you to know we are here to assist you in every way possible. We want to you to succeed. It is a privilege to have each of you in these programs.

Heather Ware, RD, LD
Nutrition & Dietary Management Programs

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FACULTY/STAFF DIRECTORY

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INDIAN HILLS COMMUNITY COLLEGE

INDIAN HILLS COMMUNITY COLLEGE MISSION

Indian Hills Community College changes lives by inspiring learning, diversity, social enrichment, and regional economic advancement.

INDIAN HILLS COMMUNITY COLLEGE VALUES

- Academic Excellence and Student Success
- Integrity, Relationships, and Teamwork
- Acceptance, Inclusion, and Accessibility
- Tradition and Culture
- Innovation and the Future

NUTRITION & DIETARY MANAGEMENT PROGRAMS

PROGRAM MISSION STATEMENT

The mission of the Nutrition & Dietary Management Programs of Indian Hills Community College is to be an exemplary program graduating highly qualified individuals to fill the employment needs of institutional foodservice operations. The Programs are committed to serving students and nutrition and foodservice operations through guidance, excellent academic instruction and professional training utilizing traditional and innovative means while understanding the cultural diversity of individuals, maintaining a student-centered philosophy, striving to make wise use of community and educational resources and materials. The faculty of the Nutrition & Dietary Management programs is committed to providing quality instruction by preparing the graduate to be employable at an entry level and to be successful on the professional certification examinations.

ESSENTIAL FUNCTIONS

The applicant/student needs to be adequately informed of all demands and expectations of a program or profession so that he/she can determine his/her ability to meet these expectations. The following are essential functions of the non-academic demands of the program which all applicants and enrolled students of the Nutrition & Dietary Management programs will be expected to meet. The applicant/student must be able to:

Observation:

Participate actively in all demonstrations, exercises, and clinical experiences in the professional component of the degree.

Communication:

Communicate effectively and sensitively with patients in order to elicit information, describe dietary habits and complete nutritional evaluation.

Assess non-verbal communications.

Read and comprehend written material is essential in order to correctly and independently follow procedures and policies, and to implement physician diet orders.

Effectively and efficiently transmit information and instructions to patients, students, faculty, staff, and all members of the healthcare team.

(Communication skills include speaking, reading, and writing, as well as the observation skills described above, and must utilize the English language.)

Psychomotor Skills:

Lift twenty pounds and to move light equipment, as might be required in the workplace.

Use a keyboard; maneuver, manipulate, adjust, and control lab equipment, instruments and supplies.

Intellectual/Conceptual, Integrative, and Cognitive Abilities:

Measure, calculate, reason, analyze, synthesize, evaluate, integrate and apply information.

Use sufficient and sound judgment to recognize and correct performance and to problem solve unexpected observations or outcomes of food production.

Behavioral and Social Attributes:

Possess the emotional health required for full utilization of his/her intellectual abilities fully, such as in exercising sound judgment, promptly completing all responsibilities, being able to work in and adapt to changing and stressful environment, displaying flexibility, and functioning independently in the face of taxing workloads, uncertainties, or problems that might arise.

Be flexible, creative, and adaptable to change and stress, willing to change, and cooperative with peers and supervisors.

Possess compassion and concern for patients and others.

Ethical Standards:

Demonstrate professional demeanor and behavior and must perform in an ethical, moral manner in dealing with peers, faculty, staff, and patients.

Possess integrity, commitment, and motivation.

Academic Performance:

Obtain and correlate relevant information from lectures, seminars, exercises, field work experience, and independent study assignments.

Use computer-based examinations to assess and improve educational outcomes of the program.

Sit for examinations, both written and oral, complete written assignments, deliver presentations, and perform the required laboratory practice with and without supervision.

(Student signature is required for this document. See Appendices.)

COMPLETION OF THE PROGRAMS/GRADUATION

The students who successfully complete the individual program's requirements will be awarded the appropriate Associate of Applied Science Degree or Certificate. The granting of these degrees and awards is not contingent upon the student's passing of any type of external certification or licensure examination.

Certified Dietary Manager - Certificate

CDM Certificate Program Goals

The Indian Hills Community College Certified Dietary Manager Certificate Program will prepare the graduate for the skills, knowledge and professional attributes necessary to begin a successful career as an entry-level Certified Dietary Manager (CDM).

The CDM Certificate Program provides education through an accelerated non-credit platform to help meet the employment needs of institutional foodservice operations. It is the College's goal to help and motivate the student to develop his/her optimum level of performance, and gain entry-level competency. As a graduate of the CDM Program the student will be prepared to work within the health care team to provide quality health care and maintenance of optimum health for all individuals of the society.

CDM- Certificate Description

This non-credit certificate program prepares students for the national ANFP credentialing board examination and is designed to provide educational experiences which prepare the student for a professional career in the healthcare system. The program requires a combined 120 classroom and independent study hours and 150 hours of field experience in the study of nutritional concepts such as nutrition screening, nutrition assessments, modified diets, and foodservice management concepts of foodservice safety, sanitation & food protection, HACCP guidelines, personnel & policy management, and communication within a foodservice department.

CDM-Certificate Program Overview

The Indian Hills Community College CDM-Certificate program prepares the student to manage institutional foodservice operations. This program is up to one year in length and includes 26 weeks of classroom & independent study, followed up to 26 weeks to complete 150 hours of field experience with a Registered Dietitian Preceptor. Students who complete the program are awarded a Certificate from Indian Hills Community College. Graduates typically find employment in hospitals, long term care facilities or school food service; however, opportunities for employment also exist in the community. Graduates are eligible to take the ANFP professional certification examination for Certified Dietary Managers.

CDM CERTIFICATE PROGRAM COMPETENCIES

(Adapted from ANFP program guidelines)

After completing the Indian Hills Community College CDM & Nutrition & Dietary Management Programs the graduate will be able to:

- Use the building blocks of nutrition and describe the process of digestion, absorption, and the utilization of nutrients
- Translate nutrition science into food intake
- Review body systems & disease processes and medical nutrition therapy (mnt) interventions
- Document nutrition information in the medical records
- Obtain routine nutrition screening data, interview for nutrition related information, assist clients with food selection, and use nutrition education materials & adapt teaching to clients' educational needs
- Identify nutrition problems and client rights
- Participate in client care conferences, communicate client information to other health professionals and implement physician's dietary orders
- Apply standard nutrition care procedures, review effectiveness of nutrition care
- Modify standard menus
- Modify diet plans, and manage special nourishments and supplemental feedings, food allergies, complimentary medicine, and alternative therapies in nutrition
- Manage personnel to ensure compliance with safety and sanitation regulations
- Manage purchasing, receiving, storage, and distribution of food and supplies following established sanitation and quality standards
- Protect food in all phases of preparation using HACCP guidelines
- Manage physical facilities to ensure compliance with safety and sanitation guidelines
- Supervise the production and distribution of food including managing standardized recipes and specify standards and procedures for preparing food and monitoring meal service
- Manage department personnel including define personnel needs and job functions, interview, select, and orient employees, provide ongoing education, develop and maintain employee time schedules and assignments
- Manage goals and priorities for department, implement required changes in foodservice department and implement continuous quality improvement procedures for foodservice department
- Manage professional communications
- Manage a budget including implementing cost effective procedures, managing revenue generating services and assisting in the purchasing process
- Plan and budget for improvements in the department design and layout and prepare specifications for capital purchases.

CDM- Certificate Curriculum

Cat. #	Term	Weeks
Courses		
Xxxx	Nutrition for Certified Dietary Managers	10 weeks (5 lectures)
Xxxxx	Foodservice Management for Certified Dietary Managers	16 weeks (8 lectures)\
Xxxxx	Fieldwork for Certified Dietary Mangers	Self-paced not to exceed 6 months

NOTE:

1. Must have a 78% or better in all CDM independent study coursework, exams and field experiences.
2. Health Science Certifications (HIPAA, Blood Borne Pathogens, and Child and Adult Abuse Mandatory Reporting) must be completed by week 3 of initial core course for each Nutrition & Dietary Management program.

Degree: Certificate, Certified Dietary Manager

Professional Certification Eligibility: Certified Dietary Manager, CDM (ANFP)

CDM-Certificate CORE COURSE DESCRIPTIONS

Nutrition for Certified Dietary Managers

10 weeks (5 lectures)

This course examines the basic concepts & science of nutrition for foodservice professionals, using building blocks of nutrition, the process of digestion, medical nutrition therapy interventions, documentation of nutrition information in the medical records, nutrition screening and interviewing, food selection, use of nutrition education materials, working with the healthcare team through the standard nutrition care process.

Foodservice Management for Certified Dietary Managers

16 weeks (8 lectures)

This course examines food safety and sanitation regulations & HACCP guidelines in relation to institutional foodservice, and oversight of institutional foodservice operations including menu modification, recipe standardization, food production and delivery, personnel and human resource management, budgets, communication, professional development, goal & priority development for continuous quality improvement within institutional foodservice operations.

Fieldwork for Certified Dietary Mangers

Self-paced not to exceed 6 months

This course requires 50 hours of supervised experience in institutional food service operations, 50 hours of supervised experience in food service department management and 50 hours of Registered Dietitian supervised experience in nutrition patient care.

Nutrition & Dietary Management – AAS

Nutrition & Dietary Management Program Description

The Indian Hills Community College Nutrition & Dietary Management Program will prepare the graduate for the skills, knowledge and professional attributes necessary to begin a successful career as an entry-level Certified Dietary Manager (CDM), as well as to gain skills related to the projected Future Education Model, including skills in supporting NDTRs and RDNs in community settings and work with individuals in their homes focusing on nutrition and health promotion, assisting in monitoring plans of care, collecting basic assessment data, demonstrating food preparation and food label reading skills and helping build relationships in the community. Application for program accreditation through ACEND will occur after the Future Education Model is released in Fall 2016.

The Nutrition & Dietary Management Program provides education at the associate degree level to help meet the employment needs of institutional foodservice operations. It is the College's goal to help and motivate the student to develop his/her optimum level of performance, and gain entry-level competency. As a graduate of the Nutrition & Dietary Management Program the student will be prepared to work within the health care team to provide quality health care and maintenance of optimum health for all individuals of the society.

Nutrition & Dietary Management Program Goals

1. Apply basic knowledge, principles, and concepts, in order to/and perform as a competent, entry-level Certified Dietary Manager and an assistant to NDTRS & RDNs in the community.
2. Apply critical/analytical thinking, interpretive, and problem solving skills as appropriate for a Certified Dietary Manager and an assistant to NDTRS & RDNs in the community.
3. Utilize effective and appropriate communication.
4. Maintain professional, legal, and ethical standards of practice.
5. Develop an appreciation and awareness for professional growth and lifelong learning.
6. Provide the area healthcare communities with graduates possessing the attitudes, knowledge, and skills necessary to function as a competent and an assistant to NDTRS & RDNs in the community.

Nutrition & Dietary Management – Overview

The Indian Hills Community College Nutrition & Dietary Management Program prepares the student to manage institutional foodservice operations. This program is 6 terms in length and requires the students complete 150 hours of field experience with a Registered Dietitian Preceptor. Students who complete the program are awarded an Associates of Applied Science Degree from Indian Hills Community College. Graduates typically find employment in hospitals, long term care facilities or school food service; however, opportunities for employment also exist in the community. Graduates are eligible to take the ANFP professional certification examination for Certified Dietary Managers. Student will gain competencies, in addition to those of the CDM, in relation to the new two-year associates level community health worker, as further details become available from ACEND.

Nutrition & Dietary Management Curriculum

Cat. #	Term	Credits
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Courses 1 – Fall

BIO 175	Human Anatomy	3
BIO 176	Human Anatomy Lab	1
ENG 105	Composition 1	3
TBD	Nutrition for Foodservice	3
BUS 102	Introduction to Business	3

Courses 2 – Winter

Bio 178, 179	Human Physiology	3
Bio 179	Human Physiology Lab	1
TBD	Medical Nutrition Therapy	3
HCM 101	Safety & Sanitation	1
HSC 113	Medical Terminology	2

Courses 3 – Spring

SPC 101	Fundamentals of Oral Communication	3
TBD	Management & Leadership in Foodservice	3
TBD	Foodservice Systems & Production	3
CSC 105	Computer Essentials	1

Courses 4 – Summer

TBD	CDM Field Experience	2.5
MAT 120	College Algebra	3
PSY 111	Introduction to Psychology	3
PEH 115	Wellness Education	3

Courses 5 – Fall

ENG 106	Composition 2	3
TBD	Food & Culinary Science	3
TBD	Lifecycle Nutrition	3

Courses 6 – Winter

PSY 121	Developmental Psychology	3
TBD	Community Nutrition	3
HSC 212	Pathophysiology	3

NOTE:

1. Must have a 78% or better in all Nutrition & Dietary Management core coursework.
2. Health Science Certifications (HIPAA, Blood Borne Pathogens, and Child and Adult Abuse Mandatory Reporting) must be completed by week 3 of initial core course for each Nutrition & Dietary Management program.

Degree: Nutrition & Dietary Management, A.A.S.

Professional Certification Eligibility: Certified Dietary Manager, CDM (ANFP)

NUTRITION & DIETARY MANAGEMENT CORE COURSE DESCRIPTIONS

Introduction to Nutrition for Foodservice Professionals

This course examines the basic concepts & science of nutrition for foodservice professionals and teaches the student to use nutritional principles to evaluate and modify menus and recipes, and to accommodate basic dietary needs.

Medical Nutrition Therapy

This course is designed to provide educational experiences which prepare the student for a professional career in the healthcare system. The course examines basic nutrition, using building blocks of nutrition, the process of digestion, medical nutrition therapy interventions, documentation of nutrition information in the medical records, nutrition screening and interviewing, food selection, use of nutrition education materials, working with the healthcare team through the standard nutrition care process.

Safety & Sanitation

This course introduces the basic principles of safety and sanitation and their relationship to the food service industry. Topics include the sanitation challenge, the flow of food through the operation, clean and sanitary facilities and equipment, accident prevention and crisis management, and sanitation management.

Management & Leadership in Foodservice:

This course examines personnel and human resource management, budgets, communication, professional development, goal & priority development for continuous quality improvement within institutional foodservice operations.

Foodservice Production & Systems

This course examines food safety and sanitation regulations & HACCP guidelines in relation to institutional foodservice, and oversight of institutional foodservice operations including menu modification, recipe standardization, food production and delivery.

Certified Dietary Manager Field Experience:

This course requires 50 hours of supervised experience in institutional food service operations, 50 hours of supervised experience in food service department management and 50 hours of Registered Dietitian supervised experience in nutrition patient care.

Food & Culinary Science:

This course provides an introduction of chemical and physical properties of food, and explores how ingredients, processing, packaging, distribution and storage influence food quality and safety.

Lifecycle Nutrition:

This course examines nutrition throughout the lifecycle including growth, development, and normal functioning through each stage of life, in addition to age related nutrition ailments.

Community Nutrition:

This course introduces the various components of community nutrition programing, including program planning, policies, resources, and community nutrition issues. The course provides students with the tools for developing community nutrition programs for various demographics.

STUDENT RESPONSIBILITIES

GENERAL

Entry into a professional program entails responsibilities as well as rights. The following outlines student responsibilities in all the Nutrition & Dietary Management programs. Included are professional responsibilities for being accountable in practice and respecting others and one's self, as well as responsibilities for being an active participant in the learning process and for one's role as a learner.

Students in the Nutrition & Dietary Management programs will be expected to:

Didactic/Classroom:

- Attend classes and lab experiences regularly, including online classroom sessions
- Participate in class and small group discussion
- Assume responsibility for own learning and development by:
 - coming prepared for class and lab activities.
 - completing assignments on time with written work being done legibly and in the proper format.
 - accepting constructive criticism and supervision by others and using suggestions for growth.
 - monitoring own progress in meeting course objectives and seeking out needed learning experiences and instructor assistance
 - using appropriate resources and references to increase knowledge base and improve performance.
 - scheduling appointments with instructor(s) for assistance with class assignments and obtaining materials that were missed due to any absence.
- Be accountable for own judgments, actions or non-actions, and choices. There will be no outbursts of anger, out-of-control behavior, arguing, or swearing, to name a few examples, in the classroom.
- Follow all safety rules and practices.
- Adhere to the Health Insurance Portability and Accountability Act (HIPAA) during class discussions, clinical experiences and clinical practicum rotations.
- Call the course instructor if you are going to be absent or late.
- Make arrangements for and complete make-up assignments after any missed class. Please note that some labs may not be able to be made-up. It is the student's responsibility to contact the instructor about making up missed labs or assignments. It is also the student's responsibility to obtain any materials missed due to his or her absence. See individual course syllabi for specific requirements.
- All documents for program courses must be submitted using Word, Power Point, or other commonly accepted software programs.
- Follow appropriate channels of communication to resolve concerns over testing and evaluation procedures or classroom activities.
(Instructor → Program Director → Department Chair → Dean)

Fieldwork Experience

A vital element of all the Nutrition & Dietary Management curricula is the fieldwork experience (i.e., clinical rotation). Students may request geographical locations, but the program director and faculty make all final placement decisions.

Clinical affiliation provides an opportunity for students to gain experience in an institutional foodservice operation under the supervision of a Registered Dietitian. You **will not** be expected to function independently as an additional staff member, but you **will** be expected to perform routine procedures with minimal supervision that are expected for your level of education.

Dietitians & Foodservice professionals do not expect to **teach** basic procedures of theory. The student must demonstrate this ability through satisfactory completion of all didactic course competencies and skills prior to any clinical experiences. If a student has not satisfactorily completed course work and demonstrated the ability to perform required procedures, he or she will not be allowed to progress on to a clinical assignment. The instructor must be sure that all students will be safe practitioners at the level expected for students in the final phase of the educational program.

It is the student's responsibility to assure that all requirements have been completed and the appropriate signatures have been obtained.

Clinical Expectations

Clinical practicum evaluations will be based on performance in the clinical setting under the supervision of the staff. Students will be expected to apply the knowledge and skills gained from previous didactic course work, combined with professional attributes. During clinical practicum, the student will be expected to:

1. Behave/perform as a professional by
 - a. Participating in clinical practicum on assigned days at assigned times. If the student is ill or has an emergency that prevents him or her from being at the clinical site, the student must notify both the Health Occupations Office and the clinical instructor. A student must have the required clinical hours to graduate from the program. Absences will mean making up these hours at the end of the semester at a time arranged with the clinical site supervisor/instructor.
 - b. Performing nutrition analyses & foodservice tasks with utmost care, accuracy and quality.
 - c. Following written/verbal procedures and instructions.
2. Safeguard the patient in the clinical setting by:
 - a. recognizing self-limitations.
 - b. seeking out the physician/supervisor when unsure of self or when unable to follow directions/guidelines given.
 - c. reporting errors or mistakes and following through with the needed action for remedy.
 - d. adhering to hospital policies, procedures, and routines.
 - e. recording and reporting patient care data accurately.
 - f. adhering to the Health Insurance Portability and Accountability Act (HIPAA) regarding patient confidentiality.
3. Accept constructive criticism from supervisor and utilize suggestions for growth.
4. Develop attributes that reflect professional conduct and respect for one's self and others, to include:
 - a. protect the patient's right to privacy by maintaining strict confidentiality.
 - b. respect the human dignity and uniqueness of others regardless of social or economic status, personal attributes, or nature of health problems.
 - c. listen attentively and courteously when others are speaking.
 - d. demonstrate poise, tact, and self-control when communicating with others.

- e. express self clearly and accurately both verbally and in written work.
 - f. offer assistance to others rather than waiting to be asked.
 - g. project a professional image/attitude during clinical activities.
5. Adhere to Universal/Standard Precautions and OSHA Bloodborne Pathogen Standards including use of Personal Protective Equipment (PPE's) and adherence to agency Exposure Control Plans.
Report any exposure incident to clinical supervisor and to the program director or instructor.

Student Conduct and Disciplinary Action

Program students, like all students at IHCC, are responsible for maintaining standards and adhering to regulations adopted by the college. Unsafe, unprofessional, dishonest or disruptive conduct may result in failure of the course or disciplinary action including suspension from class, clinical practicum or the program.

Program faculty members, as experienced practitioners, are in the best position to judge unsafe, disruptive, dishonest and/or unprofessional conduct. In addition, they have a professional obligation to protect the patients, classmates, and society against potential harm.

DRESS CODE

The student represents the school and the profession. Therefore, it is imperative that certain standards be met and a dress code followed. During class periods, students may use their own judgment in attire, but it must conform to the codes of decency. While in the laboratory or at the clinical site, students are to abide by the following dress code. Students are expected to obey both the rules of the college as well as the clinical affiliate. Where there is a difference, they are to go by the stricter of the two.

On-Campus Labs

Students must follow these rules during all laboratory experiences:

1. Hair must be pulled back off the face.
2. Facial hair of men must be worn in such a manner that it will not obstruct activities.
3. Nutrition scrubs are to be worn during all student labs on campus. If you do not have scrubs on, you cannot participate the lab the lab exercise.
5. Closed-toe leather shoes are to be worn when in labs (no leather with holes, sandals, etc).

Clinical Experiences and Practicum

Although fashion trends in dress, accessories, hair color and hair styles are part of a student's personal life, these same trends can be seen as less than professional by the public and detract from their perceptions of the student's capability to practice safely. Therefore, students' dress and appearance for clinical experience and practicum must be professional.

Grooming and dress code policies are based on the following general standards:

Client Safety:

- a. Tissue integrity - patients are to be protected from tissue damage from fingernails, jewelry, etc.
- b. Infection control - patients are to be protected from known sources of infection, actual or potential

Professional Demeanor:

- a. Students are expected to represent themselves, IHCC, and the foodservice department in a professional manner.

Compliance:

- a. IHCC has an obligation to comply with the dress code standards of any clinical affiliates or agencies.

The following is not meant to be all-inclusive and any questions or concerns are to be brought to the

Program Director. **Student is expected to abide by whichever policy requirements that are more stringent.**

1. Personal hygiene - since it is necessary to work very closely with patients, body odors and bad breath can be very unpleasant, especially to sick people, and may on occasion be annoying to fellow workers. It is your responsibility to perform the necessary cleansing of the body and utilize the required toiletries and personal hygiene aids.
2. Odors - of any kind may be offensive to patients or may make them sick. Products with strong odors (i.e. perfumes, tobacco, etc) must be avoided when in uniform or while working in the clinical site.
3. Hair - should be well-groomed, clean and neat. Long hair must be off the shoulders - tied back or up on head. There are to be no radical hair styles or colors.
4. Facial hair (men) - must be clean, trimmed, and worn in such a manner that it will not obstruct activities.
5. Make-up - is to be natural/subtle, in moderation.
6. Nails - are to be well-manicured without polish, and no longer than ¼ inch beyond end of fingers. *Any form of artificial nails is prohibited. This pertains to issues of infection control and safety.*
7. Jewelry - with the exception of a wedding ring and wristwatch, is not to be worn in clinical.
8. Earrings - Only 2 pair of earrings per ear are allowed (regardless of how many holes are present), and no gauges. For pierced ears, earrings should be small, and simple. This is for the safety and protection of the student.
No other facial or body piercings must be visible.
9. Tongue rings or posts - may NOT be worn as they often prevent the student from speaking clearly or professionally. More importantly, this has to do with health and safety issues. The only visible body piercing that is acceptable is in the ear lobes.
10. Tattoos - There should be no visible tattoos. If on a visible area, they must be covered up.
11. Shoes - are to be leather of sturdy construction, with low heels, rubber soles, free from holes of any kind, and clean at all times.
No sandals/canvas/tennis shoes, work boots, clogs, etc, are to be worn.
12. Dress Code – The Dress Code is to be observed with strict attention at the clinical site. Official nutrition scrubs are to be worn for all student labs and all clinical experiences/internships, and are available for purchase through IHCC bookstore. These are to be clean (pressed if necessary). Tops must be long enough to cover hips. Slacks/pants must be full length. No shorts are allowed.
If skirts are desired, they must be at least knee length.

NO: jeans/denim attire, work boots, etc, are to be worn.

NO: T-shirts, shirts with printed messages, shorts, or jeans.

Students will be suspended from the clinical practicum area for continued failure to adhere to grooming and dress expectations.

STUDENT COMMUNICATIONS

Email

Students are expected to check their email at a minimum of once a day (or sometimes multiple times). Course and individual communications will be handled via email.

Phone Voice mail

The students are also expected to set up voice mail on their phone. Sometimes, we or the affiliate site may need to contact you. If you are not available, then it may be necessary to leave a message for you. It is unreasonable to expect others to repeatedly try to call you.

PHYSICAL EXAMINATION & IMMUNIZATIONS

It is required that each student have a physical examination prior to starting the clinical component of the program to assure both the student and the affiliate that the student is physically able to participate in the activities required of the student. Each student will have a physical performed by licensed qualified personnel.

In addition, documentation and/or results of the following immunizations/tests are required:

MMR or Rubella Titer

Mantoux Skin Test (2-step) for Tuberculosis

(Annual TB tests, done at the beginning of 2nd yr fall term, may consist of the one-step.)

Tetanus/Diphtheria Booster

Hepatitis B

Varicella

If immunizations are not available then the student will need to have titers performed to verify immunization. If not immunized, then the actual immunizations will be needed. Student Health Services in Trustee Hall is able to provide these services for you.

The completed form will be kept in the student's permanent file. This physical examination form is available in the Health Occupation office on the main floor of RHEC building.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENS/OTHER TESTS

Criminal Background Checks

National/State Background Check – (~\$32.00)

Students who enroll in a non-nursing Health Sciences programs will be required to complete a National Background Check and the Iowa Adult and Child Protective Services check through One Source:

www.indianhills.edu/HealthSciencesBackgroundCheck

- Copy and paste the above quick link and then click on “Indian Hills Community College” to complete the background check.
- Please read the instructions prior to completing the form and submitting the online payment. Payment is required to complete the check.
- Next click on the Iowa Adult and Child Protective Services Release links at the bottom of the page and print both forms.
 - The release forms will need to be filled out by the student and then emailed, faxed, or mailed to One Source in order for the background check to be entirely implemented and complete.

The student's signature is required on both printed release forms.

Email-orders@onesourcebackground.com

Fax- 1-800-929-8117

Mail- One Source

P.O. Box 24148

Omaha, NE 68124

The background check must be completed prior to starting the program or as directed by the program director. Students who fail to complete the required checks may not be able to attend laboratory or clinical.

Drug Screens or other additional tests

Students may be required by a clinical site to have a drug screen, or other additional testing, done prior to the beginning of a clinical rotation. Students are responsible for obtaining the drug screen/other test and for the paying of the fee. Changes in rotation/assignment schedules will not be made on the basis of this requirement.

NUTRITION & DIETARY MANAGEMENT POLICIES

PROGRAM POLICIES

SERVICE WORK

Occasionally, there are health fairs for which the students may volunteer to help, which is fine as a volunteer.

It is the policy of the Nutrition & Dietary Management programs that students will receive **no financial remuneration for the clinical practicum experience.**

Students are not allowed to work as regular staff during the fieldwork experience. They must be supervised at all times, and cannot work independently as part of the staff.

Students may seek employment in the facility in which they are assigned for the fieldwork experience. This is termed "service work" and must be performed outside the scheduled hours of the fieldwork experience. Any service work must be noncompulsory, paid, supervised on site and subject to employee regulations.

ALTERNATE AND CLINICAL WAITING LISTS

Students are offered admission to the program to begin coursework in the Fall term. The number of students admitted is based on the capacity of the clinical facilities to accommodate students. If there are not enough clinical sites to accommodate all students in a given year, selection will be made from an alternate list (clinical waiting list) based upon the student's most recent numerical ranking (GPA).

OUTSIDE EMPLOYMENT

Full time students are advised to limit outside employment to twenty hours per week and must arrange their work schedule so that it does not interfere with their educational objectives. Working more than 20 hours a week may impede student's learning and affect his/her success in the program.

Students may **NOT** use scheduled work hours for their field experience hours.

The program places restrictions on employment of students at affiliations where they are receiving clinical training. The restrictions imposed are:

1. students must not be working during the scheduled hours of training.
2. students should only be employed in the area and/or perform procedures which they have previously demonstrated competence and are considered entry-level.
3. students should not be employed in an area where there is no supervision.

Missed Independent Study Assignments

Students are expected to complete Independent Study and other assignments on time. Any written assignments (modules, labs, etc) that are submitted late (by the next class day) will receive only 90 % of the possible points. Any assignment submitted after that will receive "0"/no points.

<u>Example:</u>	<u>Possible score</u>
On due date	100 %
1 class day late	90 %
2 class days late	0

Missed Quizzes/Exams

There will be no making up of scheduled major quizzes and exams for days that are missed by the student, unless prior arrangements were made by the student via personal conversation with the instructor. Unannounced quizzes cannot be made up: these points will be "0".

Any quizzes or exams that are mutually arranged to be taken other than as scheduled will be taken at the Student Testing Center in Trustee Hall. Exams must be taken when specified and may in a different/more difficult format (more essay, critical thinking or problem solving questions).

STUDENT INJURY

Student Injury On Campus

Please refer also to the IHCC Student Handbook, "Services" section, "Student Health Services" for more information and emergency phone numbers. Phone number for Student Health Services is 683-5336. IHCC Incident Report Form will also need to be completed.

Student Injury At Clinical Site

Accidents will be reported immediately to the Clinical Education Supervisor at the site. The CES will notify the Program Director and complete their incident report form. The student will be financially responsible for own medical treatment. IHCC Incident Report Form will also need to be completed.

Accidental/Health Insurance

If the student does not have health coverage, and desires to have it, coverage options may be purchased through Student Assurance Services, Inc. Contact the business office for rates and application information.

ACADEMIC INTEGRITY

Indian Hills Community College expects a full commitment to academic integrity from each student. The student's signature on the form is his/her commitment to academic integrity as a student enrolled in the Nutrition & Dietary Management programs.

Academic integrity means that the student will:

- Work on quizzes, exams, assignments, projects, and practical exams completely on his own.
- Collaborate with another classmate on any assignment(s) upon pre-approval by the instructor.
- Not practice plagiarism in any form.
- Not allow others to copy from his/her work.
- Not misuse content from the internet.

Plagiarism is defined as copying or using ideas or words (from another person, online classmate, or an internet/printed source) and presenting them as his/her own (unacknowledged submission or incorporation of it in his/her own work). This includes copyrighted artwork and design.

To avoid plagiarism, the student **must give credit** whenever he/she:

- Uses another person's idea, opinion, or theory
- Uses any facts, statistics, graphs, drawings – any pieces of information that are not common knowledge.
- Uses quotations of another person's actual spoken or written words
- Paraphrases another person's spoken or written words

Always give credit to author/source whenever any of the above is used in a research paper or project. If the student is unclear about plagiarism, he/she should consult with the instructor or librarian. Please be aware that all instructors use a myriad of technologies to check student work for authenticity. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by IHCC administration and may be removed from the course or dismissed from the program.

Also refer to the IHCC Student Handbook for further elaboration of IHCC policies and practices.

GRADING

Didactic

In didactic courses where there are laboratory components along with the lecture, the student must pass each component in order to pass the course. A minimum grade of a C (78 %) is required in all Nutrition & Dietary Management courses.

Clinical

The practicum courses for Nutrition & Dietary Management programs consist of multiple disciplines. Students must pass all disciplines in each practicum course.

PROGRAM PROBATION/DISMISSAL, WITHDRAWALS, RE-ENTRY

Probation:

Upon failure to achieve a "C" in a core/support course or discipline, the student will be placed on academic probation. The course must be repeated before progression in the program is continued.

Dismissal involving didactic coursework:

Students may apply to re-enter their Program **one** time after dismissal/withdrawal from the program (involving didactic program courses), following the re-entry procedure outlined below. If ≥ 1 academic year has passed since the student has been in the program, the student will be required to re-apply and complete competency assessments for each core discipline course, either written or psychomotor or any combination thereof. Failure to successfully complete these assessments will require the repeating of the core course(s). The student will be responsible for any financial costs incurred for the repeating these courses.

If the student originally failed the didactic course(s), the student must re-take the course(s) completely, the next time it is offered.

If a student fails a (second) core course, he/she will be dismissed from the program, without the opportunity to re-enter.

Students re-admitted into the program have only one opportunity to reinstate and complete the program. Any subsequent core course failures will result in dismissal from the program, and the student will not be accepted for re-entry into the program. For students who have been re-admitted into the program, subsequent re-admissions for any personal/medical leaves will be considered on an individual basis.

Re-Entry Procedure:

To be considered for re-entry, a student must:

1. Submit a written request the program director within 6 months of withdrawal or dismissal, stating the Term and Year in which he/she wishes to return.
 - a. If student plans to continue general education coursework at IHCC, he/she will need to complete a *Change Of Major* form for re-entry with the Program Director.
 - b. If student does not plan to continue general education coursework at IHCC, he/she will need to complete a new application prior to re-entering the program.
2. Meet current program entrance requirements.
3. Meet program curriculum requirements for the academic year in which he/she is re-instated.
4. Follow the program policies and procedures in that are in place the year of reinstatement.

Continuing students will be given priority over re-entering students to ensure adequate space in the class.

Voluntary/Temporary Withdrawals:

The option to withdraw ends two (2) weeks prior to the end of any term. Please also refer to the IHCC Student Handbook for withdrawal policies and procedures. The student will be given a "W" for the course(s). Students are expected to consult the Program Director to complete the process.

Students in good standing may voluntarily and temporarily withdraw from a program. The student must initiate the process, and begin the process with the Program Director who has the forms. The student will then need to re-apply to the program to continue. Refer to previous Re-Entry Policy and procedures.

STUDENT FILES/RECORDS

An on-going file is maintained in the Program office for each student enrolled in the Programs. These records are confidential and are only accessible to those directly involved in the student's education and to any student requesting inspection of his/her records.

Student program files contain (each category is a separate file):

General/didactic:

- a. Advisement/Counseling Notation Sheet
- b. Deficiency Notification by Instructor, if applicable
- c. Copies of any disciplinary letters/forms
- d. Attendance Records
- e. Student File Checklist
- g. All signature forms (contracts, confidentiality, essential functions, etc)
- h. Professional Performance Evaluations and other evaluations.

Health:

In a separate file are all health related items, such as the completed physical exam forms, immunizations, declination forms, health insurance, etc.

Clinical:

Another separate file contains:

- a. Clinical Professional Performance Evaluations, Practical and written examinations, and

Task Performance Checklist.

- b. Any disciplinary letters and related documentation.

Upon the student's successful completion of his/her program, the above files will be merged.

Student college academic files are maintained in Admissions and contain:

- a. High School Transcript
- b. College Transcripts (if applicable)
- c. Application
- d. Compass scores, etc

LEAVE OF ABSENCE

Leave of Absences (such as for funerals or maternity) will be handled on an individual basis. These will be at the discretion of the Program Director, and must be approved prior. If it involves clinical experiences, then the Clinical Coordinator must be involved as well in order to coordinate details with the clinical sites.

PREGNANCY POLICY

When the student has a physician's confirmation of pregnancy, the student will secure a signed statement from her family physician, or obstetrician, assuring that her condition will not be an impairment of her active continuation in the respective Nutrition & Dietary Management program. Every attempt will be made to accommodate the student's completion of the program. However, being unable to attend the classes and labs may impact this, and it may be necessary for the student to withdraw and re-apply and re-enter the program the next year.

HEALTH SCIENCES CERTIFICATIONS (for all Health Sciences programs)

Required Certifications

The following are required of all students in all Health Sciences programs:

Health Certifications – include:

- HIPAA (Confidentiality)
- Blood Borne Pathogens
- Child Abuse Mandatory Reporting
- Adult Abuse Mandatory Reporting

These are on-line modules, and there are no course points associated with these (they are P/F). These will be taken during the first term of all Nutrition & Dietary Management programs, and must be completed by the end of the 3rd week of the course. These are required by the state of Iowa. No clinical rotation assignments can be made until these are completed.

Blood Borne Pathogens & HIV Policy

Students may be participating in activities within the Health Sciences Programs, which have potential for exposure to infectious diseases including but not limited to Hepatitis B and HIV. Health Science students must take all necessary precautions to minimize the risk of exposure. Students who fail to comply with the blood borne pathogen and HIV policy may be asked to withdraw from the programs.

In the event of a significant exposure (e.g. an occupational incident involving eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material, including saliva), the student must report the incident **immediately** to the instructor or clinical supervisor. The Instructor will file a Safety/Loss/Incident Report Form describing the incident. The completed form will be submitted to the Dean of Health Sciences

Follow-up evaluation will be required consistent with Federal regulations. This may involve going to their personal physician or the emergency room. Students are responsible for the cost of their own

medical care.

Vaccine

Vaccination is the only available means of protection against Hepatitis B. No currently available therapy has proven effective in eliminating the infection. This vaccine, prepared from recombinant yeast cultures, is free of association with human blood or blood products. Full immunization requires three doses of the vaccine over a six month period. Because of the long incubation period for Hepatitis B, it is possible for unrecognized infection to be present at the time the vaccine is given, and in that case, the vaccine would not prevent development of clinical hepatitis. If the student chooses not to have the vaccination, then a waiver must be signed and put in his/her file.

Post Exposure Procedure for Health Sciences Students

If a student has been exposed to a contaminant parenterally (needle stick or cut) or superficially through a mucous membrane (eye or mouth) they are to follow the following procedure:

1. Immediately wash the affected area with the appropriate solution (soap and water, alcohol, water),
2. Seek appropriate medical attention through their personal physician (students are responsible for their own medical care). This may include baseline testing for HIV antibody at this time, followed by recommended series of testing. (Physicians may also inquire about the students status in regard to tetanus and hepatitis immunization at this time.)
3. Follow institutional (agency) policy regarding determining HIV and hepatitis status of patient, (students are responsible for the cost of any testing)
4. Maintain confidentiality of patient,
5. Seek appropriate counseling regarding risk of infection.

Confidentiality Policy

All patient information that students have access to is personal and private. Violations would include, but not be limited to:

- a) discussing information about a patient in an inappropriate setting, or with someone not related to the care of the patient;
- b) taking pictures of the patient for personal keeping;
- c) exposing a patient unnecessarily;
- d) inappropriate handling of personal possessions of the patient, such as going through a patient's purse/wallet without authorization by the patient;

Posting any information relating to patient care or clinical experiences on computer social networking sites is a HIPAA violation and is strictly prohibited. This includes, but is not limited to:

- a) pictures or text that include the name of a facility;
- b) dates relating to experiences;
- c) type of treatment or experience that the student was involved with;
- d) patient name or personal information (ie: age, diagnosis, personal circumstances);
- e) facility staff names or conversations;
- f) or specifics of any treatment or interaction with patients, families, or staff.

All students will adhere to the HIPAA (Health Insurance Portability and Accountability Act) regulations of the facility they are attending.

Any violation of the "patient right" is a HIPAA violation and could be cause for dismissal.

PROFESSIONALISM

Students are expected to act professionally both in the classroom setting and at the clinical sites. This means treating all peers, instructors, and others with respect – being courteous and polite, not speaking critically or derogatorily of others, and being cooperative and helpful without having to be

asked. Students will be evaluated on this professional component throughout the program in these settings.

ACADEMIC INFORMATION

GRADING/EVALUATIONS

Grades in both didactic and clinical program courses will be based upon several types of evaluations.

Didactic courses:

Cognitive: Exams, quizzes, homework modules, situational problems, case studies, and independent projects

Psychomotor: Performance of competencies, lab exercises, practical exams

Affective: Professional Performance Evaluation (PPE)

GRADES

In order to graduate, a student must receive a passing grade in all courses listed for that major and achieve a cumulative grade point average (GPA) of 2.00 or above. This is equivalent to a "C" average.

Any student whose current term GPA falls below 2.00 will be placed on academic probation for the next term. Academic probation may affect financial aid. The student is encouraged to see a financial aid counselor for clarification of an individual situation.

Students who fail to achieve a 2.0 GPA during their probationary term may then be dismissed from their current program or from the college. Students not dismissed must have permission from their department chair and from the registrar to re-enroll for the next term. Very poor work in any term, however, may result in dismissal at the close of that term.

Students who are unable to complete assigned work in a course may be given a grade of "I" (incomplete). Students must complete the assigned work as soon as possible (at the discretion of the instructor/department chair), but no later than six weeks into the following term. Grades for courses left with an "I" past the six-week completion period will automatically convert to "F", unless an alternate date is entered by the instructor.

To progress through the Nutrition & Dietary Management programs a student must achieve a passing grade in all prerequisite courses, "C" (78%). (Please refer to program policy dealing with the passing of both lecture and laboratory components of courses.) If a student fails a prerequisite course he/she must consult with the program director and receive permission of the Health Occupations Dean to continue in the program.

Program grading is based upon the following percentage scale:

<u>% Scale</u>	<u>Letter Grade</u>	<u>Numerical Grade</u>
93 - 100	A	4
85 - 92	B	3
78 - 84	C	2
75 - 77	D	1
0 - 74	F	0

Computing the GPA (Grader Point Average)

The student may compute his/her GPA at any time by following this example:

Course	Credit Hours	x Numerical Grade	= Grade Points
Human Anatomy	3	C (2)	6
Composition I	3	B (3)	9
Clinical Lab Fundamentals	3	C (2)	6
Totals	9	--	21

Credit Hours Attempted = 9

Total Grade Points = 21

GPA = Total Grade Points divided by Credit Hours Attempted: $\frac{21}{9} = 2.3$ GPA

The student should check any individual grade questions immediately with the instructor who issued the grade. If you have questions regarding your GPA, contact the program director.

TESTING

1. Written tests and practical examinations may be given throughout each course.
2. Each instructor will determine the test schedule and content of the tests.
3. Each student must notify the course instructor prior to test time if he/she is going to be absent, in order to make alternative arrangements.
4. The classroom assignment make-up process must be initiated by the student.
5. Final examinations, when given, are scheduled for each course at the end of each term.
6. Refer to the course syllabi for grading specifics.
7. Any missed unannounced quizzes cannot be made up.

During any testing situation, there are to be no electronic devices (cell phones, iPods, etc), or programmable calculators in use.

SEXUAL HARASSMENT

Sexual harassment is a form of sexual discrimination in violation of Title VII of Civil Rights Act of 1964.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile or offensive classroom or clinical environment.

Behaviors that may constitute sexual harassment include (but are not limited to):

- sexual innuendo or comments about a person's body
- sexual jokes or stories
- whistling at someone or making "cat calls"
- looking a person up and down
- making sexually suggestive gestures, facial expressions or body movements
- displaying sexually suggestive visuals
- patting or pinching
- any touch of a sexual nature
- standing close or brushing up against another person

If you believe you are being sexually harassed, report the situation to the classroom or clinical instructor, program director or Dean of Health Sciences. Reported cases of sexual harassment will be investigated by the Dean of Health Sciences and the Dean of Student Services at IHCC. The Dean of Health Sciences can be reached at (641) 683-5159. Sexual harassment will not be tolerated and is cause for dismissal from the programs.

CLINICAL INFORMATION

RULES AND REGULATIONS

Students are expected to adhere to all rules and regulations as described by college student handbook and program policy manuals. The student is expected to also follow all rules and regulations of the clinical facility where they are training. Students may be dismissed for breaking any rule set by the clinical site as well as the college.

Violation of program/academic/clinical policies/rules/regulations that results in dismissal from a clinical site will result in dismissal from the program with no option for internship at another site.

More specific rules and policies dealing with internships/practica are included in the Clinical Education Guides (CEGs) for each program, and will be reviewed just prior to the appropriate practicum.

ATTENDANCE

Consistent attendance and punctuality are essential for success in Clinical Education. Students are expected to be present each day of clinical practice. An attendance logsheet will be used for each program's discipline, with CLA being a modification. In any case of absence or tardiness the student is required to telephone the departmental clinical instructor or his/her designee at least 1 hour prior to the scheduled starting time. Students must also contact the affiliate CES and IHCC Clinical Coordinator to notify of absence or tardy. *As with any employee, the student will need backup plans for sick children, as the student is still expected to show up for clinicals as would be expected of any employee.* Students with excessive tardies or leave earlies or absences are in jeopardy of being placed on probation and/or being dismissed from clinical practice.

NOTE: The CES at the affiliate site will immediately notify the Clinical Coordinator at IHCC upon the first infraction of any part of this attendance policy, either tardies or absences.

1. An attendance logsheet will be kept on each student for each discipline (CLA and PBT will have one logsheet for all). All students must sign-in and signout, with all times verified by the teaching/supervising technologist/technician and comments may be added. The site will contact the IHCC Clinical Coordinator of any deviation from this policy.
2. All absences must be made up at a time and manner convenient for the affiliate site. Options might include so many hours added on to subsequent days, or days during school breaks (eg, spring or summer breaks).
3. Students are to work the shift that is regularly scheduled by the affiliates site for that department/discipline. No adjustments are allowed.
4. A tardy is defined as anything > 5 minutes after the scheduled starting time.
5. Students with excessive tardies/leave earlies or absences are in jeopardy of being placed on probation and/or being dismissed from clinical practice. Anything > 3 tardies or leave earlies will result in dismissal from the program.

6. Students are allowed 2 absences, maximum, per term – 1 excused (>24 hr notice) and 1 unexcused (<24 hr or same morning notice). Anything more than 2 absences will require a “Leave of Absence” (see below), cost the student \$80/day absent, and he/she will be placed on probation. Anything more than 4 absences and the student will be dismissed from the program.*
7. First ‘no call’ results in probation. Second ‘no call’ results in dismissal from the program.

Summary:

Item	Probation	Dismissal
No call/No show	1	2
Tardies/Leave earlies	2	3
Absences	2*	4

*If the student is sick longer than 2 days, arrangements for a “Leave of Absence” must be made with the Program Director, and a Doctor’s excuse is needed for approval of an extended leave.

Leave of Absence:

Any “Leave of Absence” for extended absences (more than 2 days), such as:

Funeral of an immediate family member

Extended illness of 3 or more days

must also be arranged and approved with the Program Director. Special arrangements will need to be made for time blocks to make up this many days with the affiliate, which may then occur during school breaks or over the summer term.

NOTE: Vacations do not qualify for “Leave of Absence”. Vacations are only allowed during regularly scheduled school breaks, and then only if there is no time to be made up with the clinical sites.

ALTERNATE AND CLINICAL WAITING LIST

Students are offered admission to the program to begin coursework in the Fall term.

The Nutrition & Dietary Management policy states (stated under “Nutrition & Dietary Management Policies” section of this manual):

“The number of students admitted is based on the capacity of the clinical facilities to accommodate students. If there are not enough clinical sites to accommodate all students in a given year, selection will be made from an alternate list (clinical waiting list) based upon the student’s most recent numerical ranking (GPA).”

Students are assigned to the clinical sites near the end of the term just prior to the practica/internships. Students will complete a Clinical Preference form and indicate his/her first, second, and third choices for internship sites, and the reason for the first choice. Every effort will be made to place a student in his/her first choice, if possible. However, there are other factors (such as the number of students’ applying to that same site) that will also need to be considered by the program officials. The decision made by the program officials will be final.

In the event that more students are admitted to the program than the availability of clinical site placement, students will be assigned clinical placement based upon their current GPA. Students not receiving clinical placement will be placed on the alternate waiting list and given priority over the next year’s assignments. If the student does not receive a “C” in the core courses or specified supportive courses, the student will be unable to participate in any practicum experiences.

CLINICAL GRADING AND EVALUATION

Grades in both didactic and clinical program courses will be based upon several types of evaluations.

Clinical courses:

Cognitive: Exams, quizzes, homework/exercises

Psychomotor: Task Performance Checklist, practical exams (actual or role play)

Affective: Clinical Professional Performance Evaluation (CPPE)

The student will be placed on probation, receive an "I" (incomplete) for a given clinical discipline/section, and will have to repeat that section, if any of the following occurs:

1. Fails to achieve a 78% (C), minimum, in each of the clinical areas.
2. Fails to achieve a 78% (C), minimum on the practical examination for that lab section.
(Section/department = Phlebotomy, Hematology, etc)

One core course may be repeated **one** time and subsequent core course failures will result in dismissal from the program. If two or more core courses in the same term are failed (less than 78 %), the student will be allowed to repeat the failed courses **one** time. Students may re-apply to re-enter their Program **one** time.

FIELDWORK PREREQUISITES CHECKLIST

If any of the following items are not completed/met by the deadline, the student will not be placed for fieldwork and cannot continue in the program. If this occurs, the student will lose any placement priorities for assignment. If perchance a student has been assigned, and any item has not been received by internship start time, the student will be immediately pulled from his/her internship site until such time as they are completed. The student will make up the time missed at the end of the scheduled rotation, at the discretion of the site and program officials.

The following must be complete and in your files prior to the start of internship:

Health requirements:

- Physical exam (obtain Physical form from HO office on main floor of RHEC)
- Immunization/disease records
- Titers where necessary (if can't prove disease or immunization)
- TB Skin Test - 2 step PPD
- Hepatitis B series begun (or waiver)
- Copy of Health Insurance card/coverage (if required by clinical facility)

College requirements:

- Completion of all core and specified support courses with a minimum of a "C".
 - Enrollment/registration in appropriate Clinical Education/Practicum course(s)
 - Initial program course requirements:
 - HIPAA/Confidentiality -
 - Blood Borne Pathogens -
 - Mandatory Reporting; Child Abuse Training -
 - Mandatory Reporting; Dependent Adult Abuse Training -
 - Or submit certificate good for 5 years
- } on-line, in initial
program course

Miscellaneous:

- Limited Criminal Background Check (TJC requirement of all hospitals)

NOTE: *Immunization records are the hardest to locate, so the student should begin to locate those as soon as possible.*

CLINICAL AFFILIATES

Hospitals, nursing homes and other institutional foodservice operations are chosen to provide experiences which supplement, complement and enrich the Program. The Nutrition & Foodservice Department must demonstrate an interest in the training program, have the ability to instruct, and be committed to supporting the efforts and requirements of the educational program.

Hospitals, nursing homes and other institutional foodservice operations selected to participate in the internship processes are accredited by TJC (The Joint Commission on Accreditation of Healthcare Organizations), CAP (College of American Pathologists), CLIA, or equivalent, and have current signed affiliation agreements with IHCC.

APPENDICES

The following pages are **only samples** of the signature forms required from students in any of the Nutrition & Dietary Management Programs.

Leave these pages intact in this policy manual. Do not tear these pages out of your NUTRITION & DIETARY MANAGEMENT Policy Manual; retain them for your referral. Do not use these forms.

At the beginning of the first professional course, the student will receive his/her own NUTRITION & DIETARY MANAGEMENT Policy Manual and a packet of these signature forms. After thoroughly reading the NUTRITION & DIETARY MANAGEMENT Policy Manual, the student will sign and date each page of the signature forms where indicated. These signature pages will then be turned into the instructor/program official and placed in the student's file. The student is to keep his/her own copy of the NUTRITION & DIETARY MANAGEMENT Policy Manual, as that will be the one that governs his tenure in the program.

**INDIAN HILLS COMMUNITY COLLEGE
Nutrition & Dietary Management Programs**

PROGRAM POLICY AGREEMENT

1. **Receipt of Indian Hills Community College Nutrition & Dietary Management Programs Policy Manual**

I have received a copy of the Program Policy Manual. I understand I am responsible to read it completely and will be held accountable for complying with all policies and procedures of the Nutrition & Dietary Management programs. It is my responsibility to ask for clarification from the Program Director regarding any policy or procedure I do not understand. I will read new policies or procedures that are issued by the program and staple them into my policy manual. I understand that I am also responsible to read and comply with the general student policies of IHCC's delineated in the IHCC Student Handbook.

2. **Responsibility for Conduct and Actions as a Nutrition & Dietary Management Programs Student**

I understand that having been admitted to one of the IHCC Nutrition & Dietary Management programs, I am held responsible for my conduct and actions as a Nutrition & Dietary Management student. I understand that breach of IHCC or the Nutrition & Dietary Management program policies or the code of ethics may result in consultation, and perhaps probation, suspension or dismissal depending upon the nature of my actions. I understand that client safety, privacy and dignity are of the highest priority in medical laboratory technology.

3. **Titles VI and XII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972**

I understand that IHCC complies with Titles VI and XII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other federal laws and regulations; and does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid and educational services. I understand I may follow the grievance procedure guidelines described in this handbook if I wish to file a complaint.

4. **Medical Treatment**

I understand I am responsible for payment for any medical treatment that may be necessary and is not covered under the provisions of the Iowa Code.

5. **Computer User Agreement**

As a condition of using the IHCC computer equipment, I agree not to use the equipment to duplicate copyrighted software in violation of its end user's license agreement, whether it is my personal copy or is owned by IHCC. I assume liability for any copyright infringements caused by me.

SAMPLE

Student Signature

Date

**INDIAN HILLS COMMUNITY COLLEGE
Nutrition & Dietary Management Programs**

ACADEMIC INTEGRITY

Academic integrity means that the student will:

- Work on quizzes, exams, assignments, projects, and practical exams completely on his/her own.
- Collaborate with another classmate on any assignment(s) upon pre-approval by the instructor.
- Not practice plagiarism in any form.
- Not allow others to copy from his/her work.
- Not misuse content from the internet.

Plagiarism is defined as copying or using ideas or words (from another person, online classmate, or an internet/printed source) and presenting them as his/her own (unacknowledged submission or incorporation of it in his/her own work). This includes copyrighted artwork and design.

To avoid plagiarism, the student **must give credit** whenever he/she:

- Uses another person's idea, opinion, or theory
- Uses any facts, statistics, graphs, drawings – any pieces of information that are not common knowledge.
- Uses quotations of another person's actual spoken or written words
- Paraphrases another person's spoken or written words

Always give credit to author/source whenever any of the above is used in a research paper or project. If the student is unclear about plagiarism, he/she should consult with the instructor or librarian. Please be aware that all instructors use a myriad of technologies to check student work for authenticity. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by IHCC administration and may be removed from the course or dismissed from the program.

I acknowledge that I have read the Academic above Integrity Statement and that I commit to academic integrity.

SAMPLE

Printed Name

Student Signature

Date

Dev 07/11
Rev 05/12

**INDIAN HILLS COMMUNITY COLLEGE
Nutrition & Dietary Management Programs**

CONFIDENTIALITY STATEMENT

Throughout the Nutrition & Dietary Management Programs at Indian Hills Community College, I realize that:

I will have access to patient information

This information is private and should be kept confidential

Any unauthorized release of information is punishable by fine and/or imprisonment or dismissal from program.

Throughout my education in the Nutrition & Dietary Management Programs at Indian Hills Community College, I will at no time inappropriately release confidential information by any means, and I will adhere to the Code of Ethics.

I understand that release of unauthorized patient information will result in immediate termination from the Indian Hills Community College Nutrition & Dietary Management Programs.

SAMPLE

Printed Name

Student Signature

Date

Dev 07/09

**INDIAN HILLS COMMUNITY COLLEGE
Nutrition & Dietary Management Programs**

IHCC CONSENT FORM

For good and valuable consideration, I hereby consent and authorize Indian Hills Community College to reproduce, publish, circulate, and otherwise use for advertising purposes, my name and/or signature and/or portrait and/or photograph and/or name of employer and the attached voluntary statement or statements or any part thereof, in black or white or in colors in magazines, newspapers, rotogravure sections of publications, booklets, circulars, posters, billboards, radio and/or television scripts, radio broadcast transcriptions, and/or telecasts and all other forms of publication or circulation, or any of them in advertising or any other publicity; and I hereby release said Indian Hills Community College of and from any and all rights, claims, demands, actions, or suits which I may or can have against it or them on account of the use or publication of said material.

SAMPLE

Student Signature

Date

Dev 07/09

INDIAN HILLS COMMUNITY COLLEGE
Nutrition & Dietary Management Programs
Health Occupations Department

CONSENT FOR RELEASE OF INFORMATION

I authorize Indian Hills Community College to release:

1. The following to health care facilities for potential employment evaluation purposes:
attendance record
grade point average
instructor evaluations of skills and abilities

 Yes No

2. My name, home address and telephone to employment recruiters.
 Yes No

SAMPLE

Printed Name

Student Signature

Date

Dev 07/09