

PEPPERDINE UNIVERSITY

Seaver College

Natural Science Division

Nutritional Science

Nutritional Science Certificate Program-
Individualized Supervised Practice Pathway
(NSCP-ISPP)

POLICIES AND PROCEDURES

STUDENT HANDBOOK

2024-2025



Welcome to Pepperdine University's Nutritional Science Certificate Program- Individualized Supervised Practice Pathway (NSCP-ISPP) in the Natural Science Division of Seaver College.

This handbook is designed to help students with the program policies and procedures to which you are required to follow while you are a student enrolled in the NSCP-ISPP. The handbook is not intended to be all-inclusive, but rather is to be used as a supplement to Pepperdine University's Undergraduate and Graduate Student Handbook. All of Pepperdine's policies and procedures apply to NSCP-ISPP students; however, this handbook discusses specific guidelines as they apply to students enrolled in the NSCP-ISPP. It outlines accepted policy, based on the program's compliance to the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

This handbook is one tool for you to use in completing your supervised practice hours. It is important that you read and become knowledgeable about the information presented in both this and Pepperdine's Undergraduate and Graduate Student Handbook. If you have further questions about the NSCP-ISPP especially those not covered in the handbook, please be sure to speak with the Program Director (listed below).

The faculty is here to support you and guide you along the way towards a career in Dietetics, Nutritional Science, and other related Health Professions and employment.

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Program Accreditation:

*Pepperdine University Nutritional Science Certificate Program-Individualized Supervised Practice Pathway (NSCP-ISPP) is accredited by the Accreditation Council for Education in Nutrition and Dietetics, Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995, 312/899-0040 ext. 5400
<http://www.eatright.org/acend/ispp>*

The Pepperdine ISPP program will permanently close and no longer be offered as an academic option beginning July 1, 2026, therefore all required supervised hours must be completed by this date in order to sit for the national credentialing exam.

**The Policies and Procedures Student Handbook for the Nutritional Science Certificate
Program-Individualized Supervised Practice Program at Pepperdine University**

TABLE OF CONTENTS

1. Admission Requirements	5
2. Requirements for Becoming a Credentialed Registered Dietitian Nutritionist	5-6
3. Program Description	6
4. Mission of the Program	6
5. Program Learning Outcomes (PLOs) and Outcomes Measures	7
6. Cost of the Program	8
7. Prior Learning Credit Toward Program Requirements	8
8. Required Preclearance Items Prior to Beginning the Program	9
• Medical Exam, Vaccinations and Medical Insurance Policies	
• Drug Testing and Criminal Background Check	
• Professional Liability and Auto Insurance	
9. Safety in Travel to and from Assigned Areas	10
10. Injury or Illness while in a Supervised Practice Facility	10
11. Employment Outside of NSCP-ISPP Program	10
12. Dress Code for Supervised Practice Rotations	10-11
13. Fair Labor Standards	12
14. Code of Academic Integrity	12
15. Rotation Schedule and Assignments	12-13
16. Selection of Preceptors and Rotation Sites	14

17. Attendance	14-15
18. Student Services	15
19. Professional Conduct & Performance Evaluations	15
20. Code of Ethics for the Profession of Dietetics	16-17
21. Student Performance Monitoring	18-19
22. Program Retention and Termination	19-20
A. Repeating a Rotation	
B. Discipline and Termination	
23. Completion of Program	20
24. Protection of Privacy	20
25. Program Evaluation	21
26. Grievance Policy	21
27. Program Withdrawal	22
28. Non-Discrimination Policy	22
29. Diversity, Equity and Inclusion	22
30. Responsibilities and Roles of the NSCP-ISPP Student, Program Director, and Preceptor	23-24
APPENDICES	
A. Core Competency Statements for the Supervised Practice Program of Entry-Level Dietitian Education Programs	25-28
B. COVID-19 Guidelines	29
C. Preceptor and Facility Selection for Supervised Practice Hours	30
D. Sample Affiliation Agreement	31-34
E. HIPAA confidentiality statement and acknowledgement	35
F. Handbook acknowledgement form	36

Admission Requirements

A bachelor's degree with an overall and major GPA of 3.00 is required. In addition, a Verification statement signed by the DPD Director from **ACEND** of the **AND** must be provided for review of application. Applicants must have either: 1) completed a Master's degree; 2) be currently enrolled in the Pepperdine MS in Nutrition and Health Science or 3) be enrolled in an accredited Master's degree program which will be completed within 9 months from start of ISPP. ISPP candidates should meet the minimum application standards of Pepperdine University.

*"Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before **12:00 midnight Central Time, December 31, 2023**. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>. In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).*

Requirements for Becoming a Credentialed Registered Dietitian Nutritionist

Until midnight, 12/31/23, the requirements for becoming a credentialed registered dietitian nutritionist (RDN) include completion of: (1) the academic coursework in a didactic program in dietetics and (2) a minimum of 1000 hours in an ACEND-accredited supervised practice program. Upon satisfactory completion of these two steps, the participant is eligible to take the Commission on Dietetic Registration credentialing exam. Upon passage of this exam the RDN credential is earned. In some states, graduates also must obtain licensure to practice. Licensure is not required in the state of California. ACEND-accredited supervised practice programs include Dietetic Internships (DI) and Individualized Supervised Practice Pathways (ISPP). The program at Pepperdine is an ACEND-accredited Didactic Program in Dietetics (DPD) with an ISPP. Individuals who successfully complete the DPD program at Pepperdine University, are eligible to apply to an ACEND-accredited supervised practice program. More information about the Pepperdine DPD can be found in the DPD handbook located on the Pepperdine University, Nutritional Science website: <https://seaver.pepperdine.edu/natural-science/undergraduate/nutritional-science/>. More information about the Pepperdine ISPP can be found in the NSCP-ISPP handbook located on the Pepperdine ISPP webpage: <https://seaver.pepperdine.edu/natural-science/content/nutrionalscience/2023-2024-student-handbook.pdf>

Licensure for RD/RDN and Professional Certification

There are 43 states that have licensure for the RDN, California does not have state licensure.

The national Registered Dietitian Nutritionist (RDN) credential – This is a nationally recognized professional credential available through the [Commission on Dietetic Registration \(CDR\)](#). *Note that the CDR allows you to interchangeably use the credential titles RD (Registered Dietitian) and RDN (Registered Dietitian Nutritionist) – these are the exact same thing.*

State certification that allows you to practice as a dietitian – Currently there are 5 states that refer to their state-level process for granting legal permission to practice dietetics as

“certification” – but don’t confuse that with *national certification* through the Commission of Dietetic Registration. If you live in **Connecticut, Indiana, Utah, Vermont, or Wisconsin** you’ll hold state-level “certification” to legally refer to yourself and market your services as a Certified Dietitian, while all other states with laws governing the practice of dietetics use the term “license” or “registration.” Regardless of the term the state uses, earning the right to practice dietetics in any state requires that you first earn the national RD credential through CDR.

Program Description

The Nutritional Science Certificate Program-Individualized Supervised Practice Pathway (NSCP-ISPP) in Natural Science is a post baccalaureate program which provides students with the supervised practice experience needed to fulfill the competencies for Registered Dietitians established by the Commission on Accreditation for Dietetics Education. Students will have supervised practice field experiences to help prepare them for professional careers as Registered Dietitians in wellness, health, nursing, medicine, therapeutic nutrition, nutrition counseling, foodservice management and leadership. Once the program is completed, a Certificate of Completion and Verification Statement is offered allowing eligibility to sit for the registration examination for Registered Dietitians. The program includes 1,048 hours of supervised practice in rotation sites within a 60-mile radius of Malibu, California. The NSCP-ISPP provides two concentration areas in both service and leadership.

Mission of the Program

The mission of the NSCP-ISPP program at Pepperdine University is to provide a strong supervised practice experience to educate and prepare our students to be highly competent and culturally sensitive dietetic professionals in compliance with external accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), of the Academy of Nutrition and Dietetics (AND). The curriculum is designed to meet the student learning outcomes and competencies for entry-level Registered Dietitians. The learning environment is structured to promote an appreciation for life-long learning, purposeful self-reflection, effective problem solving, and teamwork.

NSCP-ISPP Program Learning Outcomes (PLOs) and Outcomes Measures
Nutritional Science Certificate Program-Individualized Supervised Practice Pathway

Program Goals and Outcomes

Goal 1: The program will prepare students to secure employment as an entry-level registered dietitian nutritionist in various employment positions.

Objective 1.1: At least 80% of students will complete the program requirements within 15 months (150% of program length).

Objective 1.2: Within 12 months of employment, 80% of employed students who respond to the alumni survey will rate themselves as “prepared” or “well prepared” in their first position of employment.

Objective 1.3: At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion (150% of planned program length).

Objective 1.4: 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%

Objective 1.5: Within 1 year of program completion, employer satisfaction ratings should be at least 90% for “just as good”, “better” or “best” as related to a graduate’s preparation and level of nutrition knowledge at entry-level practice.

Goal 2: Graduates of the Pepperdine ISPP program will adhere to the professional code of ethics, integrate evidence-based research in practice, exhibit leadership qualities and be committed to community service and leadership.

Objective 2.1: At least 50% of students will indicate on an alumni survey that they participate in one or more community service and/or leadership activities.

Objective 2.2: Within 1 year of program completion, employer satisfaction ratings should be at least 90% for “just as good”, “better” or “best” as related to a graduate’s level of professionalism at entry-level practice.

Objective 2.3: Within 1 year of program completion, employer satisfaction ratings should be at least 80% for “agree” (yes/no) as related to a graduate’s level of leadership qualities at entry-level practice.

Upon request, outcome data measuring achievement of program objectives are available to students, prospective students, and the public.

Cost of the Program

Policy

The student is responsible for paying the fees of the program to Pepperdine University and any personal living expenses accrued in the program.

Procedure

Application fee: \$65.00

Tuition: The 2024-25 tuition per unit is \$2170. The ISPP program is 9 units as a stand-alone ISPP or 12 units if part of the MS degree. **Additional scholarship funds are available and can be requested on the program application.**

Federal Student Financial Aid is not available for the stand alone ISPP program, however you may seek financial aid through private loans.

Estimated additional expenses and costs for the student (fees are approximate and may vary):

- **Housing Costs** - It is the responsibility of the student to secure housing prior to starting the program. The expense of housing is the responsibility of the student. It is recommended that interns find housing within a one-hour commute of campus as sites will be within 60 miles of campus.
- Transportation and parking – On campus parking is free as are most of the parking facilities at sites.
- Auto insurance (variable cost) must be carried during the supervised practice and a car is required to complete the supervised hours.
- Medical insurance (variable cost). Insurance is available through the University for an additional fee.
- Professional liability insurance (\$35) 2 million per incident/5 million per year.
- Housing and living costs (approximately \$1000/month, variable)
- Books and supplies (\$200-300)
- California Food Handlers Card (\$10)
- AND student membership (\$50)
- Health physical and immunizations (variable cost)
- Drug/alcohol screening (required as part of clinical rotation) (\$50)
- Miscellaneous personal needs (variable cost)

Prior Learning Credit toward Program Requirements

The Pepperdine University NSCP-ISPP does not grant credit towards supervised practice rotations/assignments for any prior education courses, and/or experiences. All students must complete the 1048 hours within the NSCP-ISPP program.

Required Preclearance items prior to beginning the program

Medical Exam, Vaccinations and Medical Insurance Policy

Students must provide proof of a medical clearance exam completed within six weeks prior to enrollment and proof of medical insurance while enrolled in the ISPP program.

Procedure

1. Students are required to submit proof of medical clearance examination, immunizations (Hep B, TDAP, Varicella, MMR, Flu shot (Oct-Jan), TB test, and COVID vaccines (See COVID policy, Appendix B). These must be up to date and records must be provided no later than two weeks prior to start of program. **These immunizations, as well as the full COVID vaccine (or whatever required at the time), are required by our affiliations in order to work in their facilities.**
Medical expenses are paid by the student.
2. Proof of medical insurance must be provided a minimum of two weeks prior to start of program. If a student becomes ill/injured while enrolled in the program, the student's health coverage would take effect to cover all health costs.

Drug Testing and Criminal Background Check Policy

Students are required to complete a drug screening and criminal background check required by the supervised practice facilities. The student is responsible for the expense of the drug screening. The ISPP program will run a background check prior to beginning rotations and this expense is paid by the program. In the case of a student not passing the drug test or criminal background check, they will be unable to continue in the program.

Professional Liability and Auto Insurance Policy

It is required that each student carry Professional Liability Insurance throughout the entire program. In addition, current auto insurance must be carried by the student. These costs are the responsibility of the student.

Procedure

1. Proof of liability insurance must be submitted two weeks prior to start of program. Professional liability insurance is available on the Academy of Nutrition and Dietetic website: <https://www.eatrightpro.org/membership/member-benefits/discounts-on-products-and-services>
2. Proof of auto insurance must be provided a minimum of two weeks prior to start of program. A car is necessary to complete the ISPP rotations.

Safety in Travel to and from Assigned Areas

Policy

Students must supply their own transportation to and from assigned supervised practice facilities. Auto insurance must be current during the length of the program.

Injury or Illness While in a Facility for Supervised Practice

Policy

Students who are injured or become ill while at a supervised practice rotation should seek immediate medical care at either a personal physician's office or an emergency room depending on need. The student is responsible for financial/medical insurance to cover this car.

Employment Outside of Supervised Practice

Policy

Students are discouraged from holding employment outside of the supervised practice program that would interfere with their duties and obligations to the rotations. While we allow students to work outside the required hours if needed, allowances cannot be made to the schedule due to outside employment.

Dress Code for Supervised Practice Rotations

Policy

The dress, grooming, and professionalism of our students reflect upon the image of the University. Students are expected to be professional at all times in both his/her dress and in speech. Standards for grooming, dress, and personal conduct are held to a professional level and students should always do his/her best to convey this message. The following recommendations for dress and grooming must be followed while completing supervised practice rotations.

Procedure

Personal Hygiene

1. Students should follow high standards for cleanliness and good grooming. All clothing (including lab coat) must be clean and neat. Makeup, jewelry, and perfumes should be worn in moderation. Many facilities may not allow perfume at all due to sensitivities and allergies.
2. Name badges shall be worn at all times, during working hours, at organizational events, work related meetings and for in-service, education and off site programs.
3. Dress codes for each facility should be followed and discussed with the preceptor **prior** to beginning a new rotation.

Rotation Attire

1. White lab coats (provided by Pepperdine) are required for clinical rotations and should be worn over professional clothing. Lab coats should be clean and wrinkle-free at all times.
2. An identification badge (provided by Pepperdine) is to be worn at all times.
3. Dress codes for the facility should always be followed in addition to these guidelines.

On Campus

For on campus class meetings students should wear professional business attire.

Business Professional Attire

Blouses/Shirts

Appropriate attire includes shirts with collars, button front, pullover clothing with finished neckline, blouses, turtlenecks, sweaters, jackets, blazers, and lab-coats.

Unacceptable: T-shirts, sweatshirts, sport jerseys, halter/tank/midriff tops, low-cut, or sleeveless tops, sundresses, spaghetti strap tops/dresses.

Pants/Skirts

Pants and skirts must be appropriate in length and may not hang below the waist. Skin and under garments shall not be visible in the waist area. Pant length must not hang below tip of shoe heel and will not drag on the floor surface.

Unacceptable: shorts, jeans (blue and black), sweatpants, leggings, short dress/skirt lengths and slits, military style pants, and athletic wear.

Hair - Hair should be kept clean, well groomed and in many cases pulled away from the face. In the foodservice rotations hair that is not above the collar must be tied back. Hair restraints will be worn at all times.

Shoes - For the safety of the student closed-toed, non-slip shoes should be worn at all facilities. Heels should be limited to ½ inch and in some rotations, must be flat for safety purposes.

Tattoos - Tattoos should not be visible and should be appropriately concealed by clothing.

Facial Hair - Facial hair including beards, side burns, and mustaches shall be clean and neatly trimmed. Beards should be kept at an appropriate length to promote safety for self and patients.

Body Piercing - Rings, hoops, or facial studs are not acceptable for the professional work setting. This includes nose rings/studs, gauged ear lobes, or other body piercing such as eyebrow, lip, tongue, etc. Simple/modest rings in the ears are acceptable.

Jewelry - Students may wear no more than two rings per hand, and no dangling bracelets or long necklaces that can be dangerous are allowed. Earrings should be conservative with no more than two pairs.

Fingernails - Nails must be clean and well groomed. In patient-care areas, nails must be no longer than ¼ inch beyond the fingertip. Artificial nails are prohibited for infection control reasons and nail polish is prohibited.

Undergarments - Appropriate supportive undergarments are to be worn at all times. Such undergarments must not be visible.

Fair Labor Standards

Policy

The training given to the student is for the benefit of the student and their learning. Students do not displace regular employees. Students work under the close supervision of the preceptor. The student is aware that they are not entitled to wages for the time spent in training nor to a job at the conclusion of the program. Students are not employees of Pepperdine University, or the rotation facility providing supervised hours and are not entitled to any employee benefits or compensation of either party, which includes not providing Worker's Compensation coverage.

Code of Academic Integrity

Policy

Students are expected to comply with all components of Pepperdine University's Code of Academic Integrity (www.seaver.pepperdine.edu/academicintegrity). Failure to comply with this code can result in student various sanctions/disciplinary action.

Rotation Schedule and Assignments

Policy

Students will be provided with their rotation schedules, program materials, and vacation/holiday schedule during the orientation week.

Procedure

Rotation Schedule

1. Internship rotations are completed from September (beginning the day after labor day) through the end of June for 40 weeks total.
2. The Program Director is responsible for scheduling each student's 1248 hours. The schedules will be distributed to all rotation preceptors, students, and staff.
3. Changes due to unforeseen circumstances may create changes during the rotation. These will be brought to the student by the Program Director in a timely manner.
4. Program Materials

Students will attend 8 days of orientation the last week of August prior to beginning the supervised hours. During the week the following will be reviewed:

- a. Rotation schedule including preceptor contact information for each learning experience.
- b. Program learning outcomes for each rotation.
- c. Class schedules including weekly assignments, projects, and due dates.
- d. Evaluation forms and assessments for each experience.
- e. Training may include preceptors for each of the following areas: clinical, community and foodservice management.

Rotation Hours – Total 1048

The ISPP is comprised of the following hours in each rotation discipline:

Clinical – 512 hours

- Clinical Hours Outpatient/LTC – 64 hours (2 weeks)
- Clinical Hours Acute – 384 hours (10 weeks plus 2 weeks staff relief)
- Clinical Renal – 64 hours (2 weeks)

Foodservice Management- 192 hours

- Foodservice Patient Meals/Retail – 192 hours (6 weeks) OR
- Foodservice School Nutrition – 192 hours (6 weeks)

Community Nutrition– 248 hours

- Community WIC – 128 (4 weeks)
- Public health/Headstart/Foodbank – 60 (2 weeks)
- Senior Nutrition – 60 hours (2 weeks)

Self Select/Specific Concentration– 96 hours

The intern rotations may be completed in any order of Clinical, Community and Foodservice management, and each intern will follow an individual rotation schedule, however the general flow of the rotation schedule is: community/foodservice in the fall and clinical in the spring.

The following is an EXAMPLE of a rotation schedule.

MAY	SEPT/OCT	NOV	DEC	JAN
Community WIC	Food Service Management Hospital or School	Community Senior Nutrition	Community Public health	Clinical inpatient
128 hours	192 hours School - central kitchen Hospital—central kitchen Budget Project	32-64 hours Senior Concerns LA City nutrition program	32-64 hours Food Bank LA Projetct Angel food Community gardens	128 hours Acute Care Hospital

FEB	MARCH	APRIL	MAY	
Clinical Inpatient	Clinical Inpatient	Clinical- inpatient and renal	Self Select/ Concentration	
128 hours Acute Care Hospital	128 hours Acute Care Hospital	128 hours Acute care Hospital Outpatient-renal clinic	96 hours Sports Nutr Research Private practice Wellness	

Selection of Preceptors and Rotation Sites

Policy

Preceptors and facilities/sites where supervised practice hours are completed are selected using specific criteria established by the ISPP program and evaluated on a yearly basis (Appendix C)

Procedure

The site/preceptor must meet the following criteria:

- A desire to be a preceptor to an intern and be committed to the time frame of the rotation.
- Maintenance of current credentials for the profession (RDN status) or food service professional credentials.
- Provides experiences that meet the goals and learning objectives of the ISPP program.
- Should have adequate staffing to provide a positive learning experience for the intern, including proper supervision and instruction by the preceptor(s).
- Make available opportunities for intern to learn specific disease nutrition therapy practices and patient care (if MNT rotation).
- Provide adequate time, supervision and instruction for projects to be completed.
- Fully executed affiliation agreement with the facility.
- Located within 60 miles of the University or 60 miles within the intern's home.

Attendance

Policy

Students are expected to complete all assigned hours including rotations, classes, and scheduled meetings. Supervised hours are scheduled four days per week (Tuesday-Friday) with one day a week (Monday) in the classroom. Students are expected to attend all hours. Students must seek approval for a change in schedule due to circumstances such as illness, bereavement purposes, personal reasons, emergencies, or job interviews.

Procedure

Attendance

1. **Unplanned Leave/Absence** - The student must contact the Program Director via phone and email and rotation preceptor as soon as possible to request leave/absence. The Program Director will document the information on the student's attendance record kept in the student's file.
2. **Planned Leave** - The student must submit a written request as far in advance as possible. The Program Director will either deny or approve the request. The original request will be kept in the student's file. Approved leave will be documented on the student's attendance record kept in his/her file along with the original written request. The Program Director will consult with rotation preceptors/supervisors prior to granting approval. Unapproved absences are not acceptable and will be subject to disciplinary action up to and including termination from the program.
3. **Tardiness** - If the student expects to be late, he/she will call the current supervising preceptor to provide a reason for the tardiness and an approximate time of arrival. It is the responsibility of the student to communicate any changes to both the director and preceptor at all times.
4. **Excessive tardiness** will be subject to action up to and including termination from the program.

5. **Classroom Attendance** - Students are expected to attend weekly meetings on campus. If the student is unable to attend, the Program Director must be notified by phone as soon as possible. All work must be made up from the missed class. The student will need to meet with the Program Director to discuss disciplinary action if excessive classes are missed.
6. **Weekly Log of Hours** - Students are required to maintain daily records of his/her supervised hours and turn in a weekly log to the Program Director on Mondays signed by the intern and preceptor.

Vacation

Students will receive vacation days, two weeks at Christmas and one week for Spring Break. These dates will be provided to the student during orientation and will follow the academic calendar of Pepperdine Seaver College which may be viewed at:

<http://seaver.pepperdine.edu/academics/calendar>.

Observed Holidays

1. Labor Day
2. Thanksgiving Holiday (Monday- Friday)
3. Christmas Day
4. New Year's Day
5. Martin Luther King, Jr. Day
6. Memorial Day

If the student is scheduled to work on an "observed" holiday, another day will be given off if the hours are not needed.

Student Services

Students enrolled at Pepperdine University have access to student services on campus including health services, counseling, and academic testing. Additional information on these services can be found at www.seaver.pepperdine.edu/studentlife.

Professional conduct and Performance Evaluations

The ISPP is a pre-professional pathway of the Academy of Nutrition & Dietetics. Participants should demonstrate attitudes consistent with an entry-level practitioner and the Academy of Nutrition and Dietetics Standards of Professional Performance, which includes professional behaviors, leadership, self-directed learning, high-quality work, advocacy and service to the profession and community. Participants are expected to conduct themselves in a professional manner and in accordance with the Code of Ethics of the Academy of Nutrition & Dietetics. In addition to the Code of Ethics of the Academy of Nutrition & Dietetics, participants are expected to abide by the University Code of conduct: <https://www.pepperdine.edu/student-life/student-code-of-conduct/>

Professional Behavior

Students in the ISPP program have an obligation to act in ways that will merit trust, confidence, and respect of the academic institution, external sites associated with supervised hours and with other health professionals, and the general public. Students have the responsibility to foster the profession and act professionally. To do so, individual behavior must be ethical including conduct in personal and academic affairs. In pursuing this objective the student shall:

1. **Demonstrate respectful and courteous behavior in supervised practice hours, as well as the classroom.** Disruptive or disrespectful behavior in any setting will not be tolerated. Treat peers, faculty, supervisors, co-workers, patients/clients, visitors, and the general public with respect and tolerance for personal differences. Respect and protect the rights, privileges, and beliefs of others. Students that cause disruption/distraction in the classroom or in the lab, as determined by the instructor and program director, may be asked to withdraw from the course and possibly from the program.
2. **Maintain good academic standing** and abide by the procedures, rules, and regulations as described in the Seaver College catalog and ISPP Student Handbook.
3. **Abide by the guidelines** prescribed by each preceptor while in supervised practice rotations and professors in the preparation of academic assignments.
4. **Be objective and honest** in supervised practice rotations, as well as in academic performance and relationships.
5. **Strive toward academic and professional excellence, improvement of professional skills, and expansion of professional knowledge.**
6. **Neither engage in, assist in, nor condone cheating, plagiarism, or other such activities.**
7. Students are encouraged to become familiar with **the Academy of Nutrition and Dietetics Code of Ethics**. Information about the code of ethics can be found at <https://www.eatrightpro.org/-/media/files/eatrightpro/practice/code-of-ethics/codeofethicshandout.pdf?rev=e70b72588c044984a6b93cff61bcb793>.

Code of Ethics for the Profession of Dietetics. Effective June 1, 2018

Academy of Nutrition and Dietetics (formerly American Dietetic Association) Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues

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.

Student Performance Monitoring

Policy

Students are evaluated on their professionalism and competency in completing activities and assignments. Participants will be evaluated by preceptors at the mid-point and end of each rotation. At mid-point participants must earn a 2 or higher (on a 4 point scale) on their skill development and professionalism. For each 2 earned at mid-point, a plan must be in place to help the participants achieve a final evaluation of a 3 or 4 (competent). The participant must achieve a 3 or 4 (competency met) on all rotation required competencies to satisfy the completion of the rotation.

All students will be evaluated on his/her performance at specified times throughout the program to assess readiness for entry-level competency.

Procedure

1. The student will complete the rotation pre-assignments prior to each rotation and develop personal goals before beginning each rotation.
2. The preceptor and student will meet as needed to discuss the student's performance and progress.
3. The Program Director and student will meet throughout the rotation to discuss the student's performance and progress.
4. At the end of each rotation, students will complete a self-assessment form, evaluation of preceptor form and site evaluation form. These will be turned into the Program Director.
5. Written evaluations will be completed by the primary preceptor for each rotation including Clinical/MNT (LTC, Acute and Renal), Hospital Foodservice Systems, School Foodservice Systems, Women, Infants and Children (WIC), as well as any rotations longer than one week in length. Once reviewed with the student, evaluations will be kept in the student's file by the Program Director.

6. The following assessment tools will be used:
 - a. Clinical Rotation Supervised Practice Evaluation Form,
 - b. Women, Infants, and Children (WIC) Community Rotation Supervised Practice Evaluation Form,
 - c. Food Service Rotation Supervised Practice Evaluation Form (School and Hospital)
 - d. Specialty Rotation Supervised Practice Evaluation Form

Program Retention and Termination

A. Repeating a Rotation

If a student does not successfully complete a rotation, they may not be able to continue with additional hours until successful completion or alternate work is completed.

Students must complete program requirements within 15 months (150% of program length).

Procedure

1. Students are required to successfully complete all hours within each rotation and obtain a 3 or 4 (competency met) on their competencies on the end rotation evaluations. If a student does not successfully complete a rotation the Program Director will determine whether the intern must complete supplemental work or repeat the rotation.
2. The student must complete the supplemental work to the satisfaction of the preceptor and Program Director before proceeding to the next rotation.
3. If there is successful completion of the additional hours/supplemental work, the preceptor will re-evaluate the student on the skill categories that were identified for improvement. A re-evaluated final rating will be given at that time.
4. If the student does not successfully complete the additional hours/supplemental work, the Program Director will require the student to repeat the rotation.
5. If the student does not successfully complete the repeated rotation, the student may be subject to disciplinary action or termination. A rotation can only be repeated once. (See Policy on Discipline and Policy on Termination)

B. Discipline and Termination

Policy

The student is subject to disciplinary action by the Program Director and Academic Assessment Faculty. If a student does not abide by the policies, procedures or guidelines of the program disciplinary action will be taken. This may include warnings, counseling, suspension, or termination.

Procedure

1. The Program Director will meet with the student to discuss the disciplinary action. If necessary, the preceptor will attend the meeting as well. Based on the infraction, the Program Director (and preceptor if required) will determine what disciplinary action is warranted.
2. After two disciplinary actions, the Program Director and Academic Assessment Faculty will meet with the student to discuss the issue(s). The Program Director and Academic Assessment Faculty will determine what disciplinary action is warranted.

3. If subsequent disciplinary action is required, the Program Director and Academic Assessment Faculty will meet with the student to determine whether the student should be terminated from the program.
4. The Program Director will keep notes on each meeting, signed and dated by the student and the Program Director, and all documents will be kept in the student's file.
5. A student can be terminated from the NSCP-ISPP at any time due to problems with behavior, performance, or attendance. It is the Program Director's discretion along with the Academic Assessment Faculty to determine if the student should be terminated. Termination is based on written documentation of the intern's behavior and/or performance. When an intern is terminated, termination is immediate and no refunds for tuition will be provided. The Program Director and student will sign and date a termination agreement, which will be kept in the student's file.
6. If termination is decided the Program Director and Academic Assessment Faculty will meet with the student to discuss the decision.
7. The student has the right to file a grievance with the University if they do not agree with the decision.

Completion of Program

Procedure

1. The program of learning experiences has been developed to meet the Competency Standards of Education of the Commission on Dietetics Education.
2. Students will be evaluated on their performance and must meet competency standards provided to them in each rotation. Students will be given an exit interview at the completion of the program.
3. Verification of completion of the ISPP will be provided as a certificate of completion by the program director.
 - a. The Program Director will submit verification statements to the Commission on Dietetic Registration for eligibility to sit for the Registered Dietitian examination.
 - b. The Program Director will keep verification statements on file.
 - c. The student is required to meet all required supervised hours, learning experiences and performance standards to receive a certificate of completion.

Protection of Privacy

Policy

Student's file will be kept in a locked file cabinet in the Program Director's office. All information in the student's file is private. The Program Director and Academic/Assessment Director are the only two to have access to these files. Students have the right to review his/her personal file upon request.

Program Evaluation

Policy

The program standards will be evaluated by the Program Director and Academic Assessment Faculty utilizing established methods to gather information on the quality of the program. Facilities and preceptors will also be evaluated yearly and discussed at an annual review meeting at the termination of each program year.

Procedure

Program Evaluation

1. The Program Director, Academic Assessment Faculty, staff, preceptors, nutrition students, and program graduates will be part of the program review.
2. The Program Director will:
 - a. Review, collect, and keep on file intern rotation evaluations.
 - b. Review, collect, and keep on file preceptor and program evaluations.
 - c. Conduct a survey of immediate past graduates and his/her employers to determine entry-level competency of graduates one year following his/her completion of the program.
 - d. Review registration examination scores of program graduates.
 - e. Maintain records on file of all evaluations for a five year period in the Program Director's office.
 - f. Use information gathered to discuss recommendations for change at the annual review meeting at the end of the program year with the Academic Assessment Faculty.
 - g. Make modifications to materials and the program based on the evaluations.

Program outcome data is available upon request from Office of Institutional Effectiveness (OIE).

Grievance Policy

Policy

The student has the right to file a grievance if they feel they have not been treated fairly. It is important that all students feel that they have been fairly treated and given every opportunity to discuss his/her problems in the program. Retaliation will not occur due to filing of a complaint.

Procedure

If a student wishes to file a complaint or grievance against a site director, preceptor, staff member, or the content or process of an experience, the following steps should be taken:

1. The student should first speak with the site director and preceptor to discuss the reasons for the complaint or grievance. The preceptor must review the matter with the student and discuss the next step to be taken. If the grievance is against the preceptor, then the matter may be brought to the site director and/or program director.
2. If the grievance is not resolved in step 1, the student may appeal to the Site Director. The Site Director may confer with the Preceptor to discuss and resolve the problem.
3. If these discussions are not adequate to resolve the matter, then the student should meet with the Program Director. This should be done in a timely manner.
4. The Program Director will then discuss the situation with the student, the Site Director and Preceptor.

5. If a resolution cannot be made, the student will either be asked to change site and preceptor locations if the grievance against the preceptor or site is not conducive to learning OR they will be asked to leave the program if the student is at fault and cannot work within the guidelines of the program. A grievance form will be completed documenting the resolution, if any, and kept in the student's file.
6. Retaliation will not occur due to filing of a complaint.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but 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, staff, or interns. A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics (formerly the American Dietetic Association) at 120 S. Riverside Plaza, Suite 2190, Chicago, Illinois 60606 or by calling 1-800-877-1600, extension 4872. Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.

Program Withdrawal Policy

If a student decides to withdrawal from the program they will need to schedule a meeting with the Program Director to discuss whether it will be a permanent withdrawal or a temporary leave of absence. Refunds of tuition and fees for the program are not available in accordance with the Seaver College Refund Policy.

Procedure

1. A meeting should be scheduled with the Program Director to discuss reasons for withdrawal.
2. At the meeting the Program Director and student will decide a course of action.
3. If the student decides to withdrawal permanently from the program they will write a letter indicating their plan to withdrawal, including reasons, from the program. The student and Program Director will sign and date the letter to be placed in the student's file.
4. If the student decides to take a leave of absence they will write a letter indicating this plan, which the Program Director and student will sign and date. The student has one year from the time of withdrawal to re-enroll and complete the remaining supervised hours. After one year they will no longer be admitted to the program.

Non-Discrimination Policy

Pepperdine University does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law in the administration of its educational policies, admission, financial assistance, employment, or other educational programs or activities. Students are required to complete training in Implicit Bias during orientation.

Diversity, Equity and Inclusion

Pepperdine University is a Christian university fully committed to diversity, equity, and inclusion. Our faith cherishes the sacred dignity of every human being and celebrates diversity as a true representation of God's love and creative expression.

Responsibilities and Roles of the NSCP-ISPP Student, Program Director and Preceptor

Students are expected to follow all policies and procedures and expectations as listed below. Failure to follow policies and procedures may result in disciplinary action including termination of the program.

Responsibilities of the NSCP-ISPP Student:

1. Students must be familiar with all policies and procedures in this handbook and refer to them to answer policy and procedure questions.
2. Students need to complete learning experiences, study guides, readings, written assignments, and projects by due dates and arrive prepared to rotation sites and classes.
3. Students are expected to be punctual and available through the rotation.
4. Students are expected to behave in a manner consistent with the Academy of Nutrition and Dietetics Code of Ethics at all times.
5. Students are expected to represent Pepperdine University in an appropriate and professional manner in both behavior and appearance.
6. Students are expected to maintain confidentiality of all information discussed within their rotation.
7. Students are expected to communicate with their preceptors and Program Director throughout each rotation.
8. Students are expected to inform preceptors and the Program Director of any change in their schedule in a timely manner and to accept program changes that may arise.
9. Students are expected to maintain a positive and hard-working attitude.
10. Students are expected to be active learners, ask questions when needed and seek out answers to strengthen and broaden their learning experience.

Responsibilities of the NSCP-ISPP Program Director:

1. Serve as a role model and mentor.
2. Orient the student to all aspects of the NSCP-ISPP Program.
3. Provide adequate training of preceptors and coordinate learning experiences and projects for each rotation.
4. Develop schedules for the program, organize rotations and plan class days.
5. Monitor and evaluate student progress in each rotation.
6. Ensure that all students are meeting Accreditation Council for Education in Nutrition and Dietetics core competencies.
7. Support and act as an advocate for the student when appropriate.
8. Act as a liaison between the preceptor and student when needed.
9. Develop and enforce policies and procedures.
10. Develop partnerships with outside organizations that strengthen the program.
11. Be involved in Academy of Nutrition and Dietetics (formerly known as the American Dietetic Association) activities that strengthen the quality of the NSCP-ISPP.
12. Maintain the program's accreditation with the Accreditation Council for Education in Nutrition and Dietetics (ACEND), formerly known as the Commission on Accreditation for Dietetics Education (CADE).
13. Maintain a strong program by evaluating the program at a yearly review to ensure students are receiving training in current dietetics skills.

Responsibilities of the Preceptor:

The supervised practice is the bridge from a student being a somewhat passive learner in a classroom to an active learner and participant in the professional work place. This learning curve is different for each intern and the goal is to see growth and change so that the intern moves from a novice to competent in nutrition knowledge.

1. Be prepared for the intern by reviewing the handbook and activity syllabus, follow-up with director for clarification or questions.
2. Arrange for an orientation to the facility, staff and rotation on the first day and discuss clear expectations and due dates of assignments with the intern.
3. Provide regular communication and feedback with the intern, both formally and informally. It is very important that if you observe the intern not performing as they should that you communicate this as soon as possible, rather than wait until the formal evaluation time. This allows the intern the opportunity to adjust and fix the behavior with adequate time.
4. Be a role model in your profession by demonstrating skills and behaviors to the intern and assist the intern with time management and professional development.
5. Treat all students with equality and fairness with an awareness of implicit bias.
6. Provide clear guidelines. As professionals with experience in the field, we often forget where we were as an intern. What may seem obvious to an experienced practitioner is often not the case with the intern. Many interns are not aware of their strengths and weaknesses at the beginning of the supervised practice. Clear guidelines should include the ground rules for the facility – arrival time, departure time, professional conduct and dress, use of cell phones, communication with preceptor, etc. Please define your expectations with the intern from the beginning to avoid having to deal with issues later.
7. Be a resource for interns. The interns often share that what they appreciate most is hearing from the preceptor how they grew in their field and the journey from student to professional. You are a wonderful resource to an intern entering the profession of nutrition and dietetics.

The supervised practice is the bridge from a student being a somewhat passive learner in a classroom to an active learner and participant in the professional workplace. This learning curve is different for each intern and the goal is to see growth and change so that the intern moves from a novice to competent in nutrition knowledge.

Patience, guidance and communication is essential for the intern to move from acquiring knowledge (undergraduate degree) to application of the knowledge (supervised practice). You, the preceptor, play a key role in assisting the intern on this growth curve. Thank you!

APPENDICES

Appendix A: Core Competency Statements for the Supervised Practice Program of Entry-Level Dietitian Education Programs

The Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND) has identified core competencies that all dietetic interns must demonstrate during the supervised practice experience. The competency statements are provided for your reference. The core competencies are distributed throughout your learning experiences in both the supervised training hours, as well as the courses you complete on campus. These competencies will ensure that students enrolled in the Pepperdine ISPP program have learning experiences reflecting the breadth of dietetics practice. The core competencies provide the broad learning base of diverse experiences necessary for a future career in dietetics.

Learning Outcomes/Competencies for the RDN

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

Upon completion of the program, graduates are able to:

CRDN 1.1

Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2

Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetic practice.

CRDN 1.3

Justify programs, products, services and care using appropriate evidence or data.

CRDN 1.4

Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.

CRDN 1.5

Incorporate critical-thinking skills in overall practice.

Professional Practice Expectations: beliefs, values, attitudes and behaviors for the nutrition and professional dietetics practitioner level of practice.

Upon completion of the program graduates are able to:

CRDN 2.1

Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2

Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3

Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4

Function as a member of interprofessional teams.

CRDN 2.5

Work collaboratively with NDTRs and/or support personnel in other disciplines.

CRDN 2.6

Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7

Apply change management strategies to achieve desired outcomes.

CRDN 2.8

Demonstrate negotiation skills.

CRDN 2.9

Actively contribute to nutrition and dietetics professional and community organizations.

CRDN 2.10

Demonstrate professional attributes in all areas of practice.

CRDN 2.11

Show cultural humility in interactions with colleagues, staff, clients, patients and the public

CRDN 2.12

Implement culturally sensitive strategies to address cultural biases and differences.

CRDN 2.13

Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

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

Upon completion of the program graduates are able to:

CRDN 3.1

Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2

Conduct nutrition focused physical exams.

CRDN 3.3

Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation)

CRDN 3.4

Provide instruction to client/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.

CRDN 3.5

Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.

CRDN 3.6

Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.

CRDN 3.7

Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.

CRDN 3.8

Design, implement and evaluate presentations to a target audience.

CRDN 3.9

Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.10

Use effective education and counseling skills to facilitate behavior change.

CRDN 3.11

Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.12

Deliver respectful, science-based answers to client/patient questions concerning emerging trends.

CRDN 3.13

Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.14

Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

Upon completion of the program graduates are able to:

CRDN 4.1

Participate in management functions of human resources (such as hiring, training and scheduling).

CRDN 4.2

Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

CRDN 4.3

Conduct clinical and customer service quality management activities (such as quality improvement or quality assurance projects).

CRDN 4.4

Use current information technologies to develop, manage and disseminate nutrition information and data.

CRDN 4.5

Analyze quality, financial and productivity data for use in planning.

CRDN 4.6

Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7

Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8

Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9

Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10

Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals, and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

Upon completion of the program graduates are able to:

CRDN 5.1

Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

CRDN 5.2

Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

CRDN 5.3

Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 5.4

Advocate for opportunities in the professional settings (such as asking for responsibility, practicing negotiating a salary or wage or asking for a promotion).

CRDN 5.5

Demonstrate the ability to resolve conflict.

CRDN 5.6

Promote team involvement and recognize the skills of each member.

CRDN 5.7

Mentor others.

CRDN 5.8

Identify and articulate the value of precepting.

APPENDIX B

COVID-19 Guidelines

(Due to ongoing changes to recommendations and protocols, these may be updated as needed)

The supervised practice program requires interns to be onsite for their supervised hours, and best practices should always be followed. Interns should follow the guidelines provided by Pepperdine University, as well as the guidelines at each rotation facility.

1. The COVID-19 vaccine is required (fully vaccinated – two doses (one with J&J) plus booster). Currently this is a requirement of most of the facilities in order to limit exposure to patients and clients. Be aware the requirement of doses may change throughout the year.
2. Best practices requires that Interns should monitor their daily body temperature prior to beginning their rotation and record it on the log form provided. Any temperature ABOVE 100.0 F (100.4 F is considered a fever) should be reported to the director, preceptor and student health center and the intern should not attend their rotation.
3. Interns should monitor daily symptoms of illness such as fever or chills, cough, shortness of breath or difficulty breathing, unusual fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and diarrhea.
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
4. Should you experience any onset of symptoms, please report them to the director and site preceptor and do not go into your rotation. A COVID test will be required to return to the rotation and all missed hours will be required to be made up.
5. In rotations where there will be direct patient contact, interns should follow the best practices provided below and/or facility guidelines:
 - a) Interns are required to wear protective facemasks at all times, the only exception is when eating or drinking.
 - b) Interns are to wear gloves when completing the NFPE on ALL patients.
 - c) Interns should not perform NFPE on patients with respiratory symptoms.
 - d) Interns should distance themselves approximately 6 feet when speaking with patients and colleagues, unless performing a NFPE on a non-respiratory patient.
 - e) Interns should wash their hands frequently and in between each patient visit.
 - f) Interns should follow all safety requirements mandated by the rotation facility.

The safety, health and well-being of our interns is our priority. Please speak with the program director should you have any questions or concerns while in your supervised practice rotations.

Appendix C: Preceptor and Facility Selection for Supervised Practice Hours

Minimum requirements of the preceptors include:

1. All preceptors, outside of the Institutional Foodservice Management rotation, must be a Registered Dietitian or other qualified professional as determined by the ISPP Director.
2. Preceptor must be able to document how they maintain qualifications to be a preceptor (can include: continuing education, research, degree coursework, maintenance of professional certificates, described employer verification of competency, teaching, etc.) and provide an updated resume to the director.
3. Preceptor must have adequate time to provide required supervision of the participant.
4. Lead preceptor must be able to oversee the intern's work and hours and maintain appropriate contact with the ISPP Director and the participant.

Preceptor Training

Preceptors will be provided with an updated Preceptor handbook and rotation syllabi each year, which includes the student policies and learning expectations. We ask you to review the preceptor handbook and the rotation syllabus and follow-up with the director with any questions. This handbook will allow you to have knowledge of the expectations of the interns and the role of each member of the team.

We highly recommend each preceptor review the syllabus and forms associated with their rotation and review with the director in person or over the phone prior to hosting an intern. In addition, CDR (Commission on Dietetic Registration) provides a free online preceptor training. It is a very valuable tool to assist in preparing to work with interns.

The course is self-paced and provides 8 CPEUs when completed.

To access the course go to <https://www.cdrnet.org/news/online-dietetics-preceptor-training-course-free-of-charge>

Implicit Bias Training

In order to help students develop an awareness of their personal implicit bias prior to their supervised practice experiences, they complete implicit bias training during orientation. We ask that preceptors consider completing the training as well if not offered in their own workplace. The Implicit Association Test (IAT) measures attitudes and beliefs that people may be unwilling or unable to report.

Link to tests: <https://implicit.harvard.edu/implicit/takeatest.html>

Minimum requirements of the sponsoring facilities include:

- All clinical facilities must be accredited by the Joint Commission or the state.
- All facilities must have a preceptor on site that is available as a point of contact for the student and program director
- Affiliation agreements must be in place for all rotations, regardless of length, unless the rotation occurs on the Pepperdine campus.
- Interns may be placed in facilities up to 60 miles from the Pepperdine, Malibu campus.
- Although intern preferences will be considered, they cannot always be accommodated.
- Evaluation of sites and preceptors will occur via intern evaluations at the end of the rotation and reviewed annually in order to determine if the program will continue with the site

APPENDIX D
SAMPLE AFFILIATION AGREEMENT

AFFILIATION AGREEMENT
BETWEEN
Pepperdine University
and
FACILITY

This Affiliation Agreement is entered into between the Individualized Supervised Practice Pathway (ISPP) located at Pepperdine University in the Natural Science Department at Seaver College and **FACILITY** (The Affiliated Facility) located in **CITY**, California.

PURPOSE

Pepperdine University has an ISPP program for educating students to meet the qualifications for practice in the profession of Dietetics and desires the assistance of the Affiliated Facility in providing a supervised experience to the students and is willing to assist by providing a supervised experience to the students enrolled in the program. Therefore, it is mutually agreed by and between such parties that:

RIGHTS AND OBLIGATIONS

1. The University and the Affiliated Facility shall cooperate to provide supervised experience to students of the University enrolled in the Dietetic ISPP program.
2. Both parties agree that there shall be no discrimination on the basis of marital status, race, color, sex, age, religion, sexual orientation, gender identity, disability, national origin or status as a US Veteran pertaining to any experiences during the Dietetic ISPP program.
3. Students are not employees of Pepperdine University or the Affiliated Facility and are not entitled to any employee benefits or compensation of either party, which includes not providing Worker's Compensation coverage.
4. Both parties will instruct their respective faculty, staff and participating student(s) to maintain confidentiality of student and patient information as required by law, including the Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability Accountability ACT (HIPPA) and by policies and procedures of Pepperdine University and the Affiliated Facility.
5. The objective of the Affiliated Facility training shall be to create awareness in the students of the activities within the Affiliated Facility and to have the students gain experience in such activities.
6. The experience for students in the ISPP program shall occur during the fall, and/or spring semesters as follows:

- a. Maximum of _____ student(s) shall be assigned to the Affiliated Facility at any one time for experience any given semester.
 - b. The length of the time the student(s) will be assigned to the Affiliated Facility shall be mutually agreed to by the University and the Affiliated Facility prior to the student's arrival at the Affiliated Facility.
7. During the supervised experience, the student shall be under the Direction of a University staff member/s. The University staff member/s shall:
 - a. Coordinate the program with the Affiliated Facility
 - b. Complete program planning one (1) month prior to beginning of rotation, including schedule and name(s) of participating student(s).
 - c. Visit the Affiliated Facility (if needed) to observe students and discuss students' performance with staff members.
 - d. Evaluation of student progress:
 - e. Determine grades reflecting the student's level of performance based upon: Evaluations and input from the Affiliated-Facility staff and University methods of evaluation/observation.
8. The students shall undergo a health examination and/or supply any health documents which the Affiliated Facility may require, including COVID vaccination records.
9. Any materials loaned to the student by the Affiliated Facility must be returned in satisfactory condition to the Affiliated Facility or replacement costs will be charged to the student.
10. Responsibilities of students in the program are to:
 - a. Recognize the uniqueness of the Affiliated Facility experience and be prepared to meet time demands of the experience, exclusive of special projects and planning sessions.
 - b. Observe and adhere to policies and procedures of the Affiliated Facility as though employed there.
 - c. Assume responsibility for one's own progress, i.e., extra student or time spent if lacking skills or knowledge in certain areas. The Didactic component is the instructional time; whereas, the time in Affiliated Facility is for practicing a composite set of skills.
 - d. Use mistakes and constructive criticism to learn.
 - e. Arrange consultations and/or evaluations with Affiliated Facility and/or University staff at mutually agreed upon times.
 - f. Realize and accept that each student has divergent capabilities in combining the related skills and knowledge that are being acquired; therefore, each student shall progress at their own rate.
 - g. Do not remove any materials from the Affiliated Facility without prior approval of the facility.

- h. Report any absenteeism to the Affiliated Facility and university staff prior to scheduled time for arrival.
 - i. Maintain the confidentiality of all Affiliated-Facility clients.
 - j. The intern shall carry personal professional liability insurance coverage in amounts not less than one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) annual aggregate.
 - k. The intern shall carry personal medical coverage for the length of the program and is responsible for all medical costs while in the program.
 - l. The intern will complete a background check and fingerprinting prior to beginning the program kept on record with the program Director.
11. Responsibilities of Affiliated-Facility staff members in the program are to:
- a. Be a role model for students.
 - b. Receive orientation to the intern's particular area of responsibility.
 - c. Observe intern in performance of his/her duties.
 - d. Provide supervised experiences to intern in areas as defined by the rotation objectives.
 - e. Provide selected duties to intern which require minimum levels of supervision after achieving specified level(s) of knowledge, skill, and judgment, as agreed upon by Affiliated-Facility & University staff.
 - f. Intern does not replace any full-time staff work responsibilities, unless related to activities to meet Dietetic ISPP responsibilities
 - g. Assist in the evaluation process of the student. Appropriate evaluation tools may be but are not limited to:
 - 1. evaluation forms.
 - 2. documentation of effective improvable incidents.
 - 3. weekly or biweekly formal consultations.
 - h. Assist the university staff members in presenting formal evaluations made by the Affiliated Facility, to the student.

EFFECTIVE DATE

1. This Agreement shall become effective on **DATE** and will remain in effect for **TERM**.
2. This Affiliation Agreement may be revised or modified by mutual consent of the contracting parties.
3. This Affiliation Agreement will be terminated 90 days after a written notice to the individual, as identified below, by registered mail from either party. Any student currently placed with an affiliated facility shall be permitted to complete the placement unless the student is personally responsible for the reason termination is requested.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective authorized officers as of the day, month, and year first above.

FACILITY

Pepperdine Individualized Supervised Practice Pathway (ISPP) Program

By:

By:

Signature

Name:

Name: Sunnie DeLano

Title:

Title: Director, NSCP-ISPP Program
Pepperdine University

Date: _____

Date:

Mailing address:

Mailing address:

Pepperdine University
Natural Science Department/NSCP-ISPP
24255 Pacific Coast Highway
Malibu, CA 90263

APPENDIX E
HIPAA Confidentiality Statement
Pepperdine University – NSCP-ISPP

In addition to completing a HIPAA training during orientation, students must read and sign the following statement.

The discussions, uses and disclosures addressed by this agreement mean any written, verbal or electronic communications. All Patient Protected Health Information (PHI), which includes patient medical and financial information or any other information of a private or sensitive nature that are considered confidential.

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

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

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

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

I understand disclosure of PHI or other confidential information may result in clinical, civil and criminal liability. Disclosure of PHI or other confidential information to unauthorized person (s), or access to, or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for immediate disciplinary action by Pepperdine University and/or the clinical site I was at during the time the violation was made.

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

I hereby acknowledge, by my signature below, that I understand that the PHI, other confidential records and data to which I have knowledge and access in the course of my clinical studies with Pepperdine University is to be kept confidential, and this confidentiality is a condition of my clinical experience. This information shall not be disclosed to anyone under any circumstances, to the extent necessary to fulfill my clinical and classroom requirements. I understand my duty to maintain confidentiality continues even after I have completed the program and am no longer in clinical or classroom settings at Pepperdine University.

I am familiar with the guidelines in place at Pepperdine University and in my clinical settings pertaining to the use and disclosure of patient PHI or other confidential information. Approval should first be obtained before any disclosure of PHI or other confidential information not addressed in the guidelines and policies and procedures of Pepperdine University and clinical sites is made.

Signed: _____ Date: _____

APPENDIX F
Pepperdine University NSCP-ISPP Student Handbook
Acknowledgement Form
2024-2025

I hereby agree that I have read the NSCP-ISPP Program Handbook and fully understand the material included. Any questions should be discussed with the Program Director during Orientation.

I acknowledge that the Pepperdine ISPP program will close and no longer be offered as an academic option beginning July 1, 2026, therefore all required hours must be completed by this date.

Printed Name: _____

Signature: _____

Date Signed: _____