

# PEPPERDINE UNIVERSITY

Seaver College

Natural Science Division

Nutritional Science

Nutritional Science Certificate Program-  
Individualized Supervised Practice Pathway

(NSCP-ISPP)

POLICIES AND PROCEDURES

STUDENT HANDBOOK

2017-2018



**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.

Program Director: Sunnie DeLano, M.S., R.D.N.  
[sunnie.delano@pepperdine.edu](mailto:sunnie.delano@pepperdine.edu)  
(310) 506-7064

*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 2000, Chicago, Illinois 60606-6995, 312/899-0040 ext. 5400*  
<http://www.eatright.org/acend/ispp>

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

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## **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. One must have submitted an acceptable application in the past 5 years to DICAS through a previous national match and been unmatched to any supervised practice program. ISPP candidates should meet the minimum application standards of Pepperdine University. The application deadline for the fall term of the Nutritional Science Certificate Program is May 1, 2017.

## **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 is offered allowing eligibility to sit for the registration examination for Registered Dietitians. The program includes 1,248 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 Council of Accreditation for Nutrition and Dietetics education (CAND), 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.

## **Program Learning Outcomes (PLOs) and Outcomes Measures**

A student who successfully completes the NSCP-ISPP should be able to:

- 1. Secure employment and/or gain acceptance into graduate programs, or professional schools related to both the fields of Nutrition and Dietetics;**
  - a. Over a five-year period, 70% of NSCP-ISPP students will seek employment in dietetics-related positions within three months of completing the program.
  - b. During the first year of employment, program graduates will be ranked by at least 75% of employers as above average in professional knowledge and skills as compared to other entry level Registered Dietitians.
  - c. Over a five-year period, 95% of employed students who respond to the alumni survey will rate themselves as prepared or well prepared for his/her first position of employment.
- 2. pass the registration examination to become a Registered Dietitian; and,**
  - a. Over a five-year period, 90% of NSCP-ISPP students will successfully complete the registration examination on the first try.
- 3. be committed to community service and leadership.**
  - a. 100% of faculty members will indicate they participate in one or more community service activities.
  - b. Over a five-year period, 70% of current students will participate in community service activities.
  - c. Over a five-year period, 79% of current students will become leaders in community service activities.
  - d. Over a five-year period, 50% of students will indicate on an alumni survey that they participate in one or more community service and leadership activities.

## **Cost of the Program**

### **Policy**

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

### **Procedure**

**Application fee:** \$65.00

**Tuition:** The tuition for the full-time 10-month program is \$39,000. This is based on tuition of \$1,625 per unit, (total 24 units) = \$39,000. This cost includes the National FNCE Conference, CDA Conference, Public Policy Legislation Day in Sacramento, personalized lab coat and RD exam study materials. Federal Student Financial Aid is not available for the ISPP program, however you may seek financial aid through private loans. **Scholarships are available and can be requested on the program application.**

Estimated additional expenses and costs for the student (all 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 must be carried during the supervised practice and a car is required to complete the supervised hours (variable)
- Medical insurance (variable) 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)
- Books and supplies (\$300-400)
- California Food Handlers Card (\$10)
- AND student membership (\$50)
- Health physical and immunizations (variable)
- Drug/alcohol screening (required as part of clinical rotation) (\$50)
- Miscellaneous personal needs (variable)

**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 1248 hours within the NSCP-ISPP program.

## **Code of Ethics for the Profession of Dietetics**

### **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**

The American Dietetic Association (ADA) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

#### **APPLICATION**

The Code of Ethics applies to the following practitioners:

- a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
- b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and
- c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA. All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in ADA and/or accepting and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

#### **PRINCIPLES**

##### **Fundamental Principles**

1. Conducts himself/herself with honesty, integrity, and fairness.
2. Supports and promotes high standards of professional practice and accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics and reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.

##### **Responsibilities to the Public**

3. Considers the health, safety, and welfare of the public at all times.
4. Complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this



Code.

5. Provides professional services with objectivity and with respect for the unique needs and values of individuals.
6. Does not engage in false or misleading practices or communications.
7. Withdraws from professional practice when unable to fulfill his/her professional duties and responsibilities to clients and others.

### **Responsibilities to Clients**

8. Recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. Treats clients and patients with respect and consideration.
10. Protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
11. In dealing with and providing services to clients and others, complies with the same principles set forth above in principles 3-7.

### **Responsibilities to the Profession**

12. Practices dietetics based on evidence-based principles and current information.
13. Presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
14. Assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
15. Is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
16. Permits the use of his/her name for the purpose of certifying the dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
17. Accurately presents professional qualifications and credentials.
18. Does not invite, accept or offer gifts, monetary incentives or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

### **Responsibilities to Colleagues and Other Professionals**

19. Demonstrates respect for the values, rights, knowledge and skills of colleagues and other professionals.

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## **Medical Exam and Medical Insurance Policies**

### **Policy**

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

### **Procedure**

1. Proof of physical examination, immunizations, vaccines, TB test, and Hepatitis B immunity (must be completed within two months prior to start) must be provided two weeks prior to start of program. 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 or injured while enrolled in the program, the student's health coverage would take effect to cover all health costs.

## **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 ([www.eatright.org](http://www.eatright.org)).
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 his/her 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 care.

## **Drug Testing and Criminal Background Check**

### **Policy**

Students are required to undergo a drug test and criminal background check if required by the supervised practice facility. The student is responsible for this expense. In the case of a student not passing the drug test or criminal background check, they will be unable to continue in the program.

## **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 program Director 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 may dress casually and tastefully. For on campus meetings that are not class time, students should wear business casual attire with his/her name badge.

### **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, tube 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 underwear 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, leggings, stirrup pants, 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 place. 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.

**Hosiery/Socks** - It is preferred that hosiery or socks are worn at all times. Socks are to be worn with pants only.

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

## **Academy of Nutrition and Dietetics – Membership and the Annual Food and Nutrition Conference and Exhibits (FNCE)**

### **Policy**

Membership with Academy of Nutrition and Dietetics is highly encouraged to build professionalism.

### **Procedure**

Students are encouraged to join the Academy of Nutrition and Dietetics as an affiliate member. The fees associated with membership are the responsibility of the student. Students will attend the Food and Nutrition Conference and Exhibitions (FNCE) and the California Dietetic Association (CDA) Annual Meeting. Expenses related to these two conferences are covered by tuition.

## **Fair Labor Standards**

### **Policy**

The training given to the student is for the benefit of the student and his/her training. He/she does not displace regular employees. He/she works under the close supervision of the preceptor. The student is aware that he/she is 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](http://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 his/her 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 this 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 by preceptors for each of the following areas: clinical, community and foodservice management.

**Rotation Hours – Total 1248**

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

- Clinical Hours LTC – 64 hours (2 weeks)
- Clinical Hours Acute – 400 hours (10 weeks plus 2 weeks staff relief)
- Clinical Outpatient/Renal – 64 hours (2 weeks)

- Foodservice Retail – 128 (4 weeks)
- Foodservice Patient Meals – 192 hours (6 weeks) **OR**
- Foodservice School Nutrition – 192 (6 weeks)

- Community WIC – 128 (4 weeks)
- Community Project Angel Food LA – 64 (2 weeks)
- Child/Adolescent Nutrition Education – 48 hours
- Service and Leadership/Public Policy – 32 hours
- Self Select/Specific Concentration- up to 128 hours

The intern rotations may be completed in any order of Clinical, Community and Foodservice and each intern will follow an individual rotation schedule, however the following is an EXAMPLE of a rotation schedule.

SEPT/OCT	OCT/NOV	NOV	DEC/JAN	JAN/FEB
Food Service - Institutional Food Management	Food Service- School Management	Child/Adolescent Nutr. Education	Community WIC	Community Public Health
224 hours	96 hours	64 hours	160 hours	96 hours
University Food Services	School - central kitchen	SOS Mentor	WIC	Food Bank LA
Hospital Food Services	School - satellite sites	Food Bank LA		Project Angel Food
Catering Food Services	Budget Project			Wellness Programs
LTC Facility				Senior Nutrition
Senior Nutr Program				
Budget Project				

FEB	FEB/MARCH/APRIL	MAY	MAY	June
Clinical MNT 1	Clinical MNT 2	Staff Relief	Outpatient	Self Select/ Concentration
64 hours	368 hours	64 hours	64 hours	96 hours
LTC Hospital	Acute care Hospital	Acute care Hospital	Renal clinic Hospital Private practice	EX: sports nutr Eating disorders Education Teaching/research

## **Selection of Rotation Sites**

### **Policy**

Facilities where rotation hours are completed are selected using specific criteria established by the ISPP program and evaluated on a yearly basis.

### **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.
- Nutrition staff maintains 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. Two classes may be missed per semester without penalty. Beyond two, the student will need to meet with the Program Director to discuss disciplinary action.
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 (Wednesday, Thursday and 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.

### **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](http://www.seaver.pepperdine.edu/studentlife).

### **Performance Evaluations**

#### **Policy**

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 student learning packet 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 once a month 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, Critical Care, Specialty, Hospital Foodservice Systems, School Foodservice Systems, Long-term Care, Women, Infants and Children (WIC), and Staff Relief. Once reviewed with the student, evaluations will be kept in the student's file in the Program Director's office.
6. The following assessment tools will be used:
  - a. Clinical Rotation Supervised Practice Evaluation Form (Clinical, Staff Relief),
  - b. Long-term Care Rotation Supervised Practice Evaluation Form,
  - c. Women, Infants, and Children (WIC) Rotation Supervised Practice Evaluation Form,
  - d. Specialty Rotation Supervised Practice Evaluation Form (Specialty, Critical Care), and
  - e. Food Service Rotation Supervised Practice Evaluation Form (School and Hospital)
7. The student is required to meet all required supervised hours, learning experiences and performance standards to receive a certificate of completion.

## **Completion of Program**

### **Procedure**

1. The program of learning experiences has been developed to meet the Standards of Education of the Commission on Dietetics Education.
2. Students will be evaluated on his/her 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.

## **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. Preceptors may be provided a copy of the student's project as requested. 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 he/she feels he/she has 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.

### **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 must first speak with the 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.
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.

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 2000, 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 he/she 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 he/she will write a letter indicating his/her 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 he/she 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 he/she will no longer be admitted to the program.

## **Program Retention and Termination**

### **A. Repeating a Rotation**

Students are required to successfully complete all hours within each rotation. If a student does not successfully complete a rotation, he/she may not be able to continue with additional hours until successful completion or alternate work is completed.

### **Procedure**

1. Interns must successfully complete each rotation as defined on the rotation evaluation form.
2. 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.
3. The student must complete the supplemental work to the satisfaction of the preceptor and Program Director before proceeding to the next rotation.
4. 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.

5. If the student does not successfully complete the additional hours/supplemental work, the Program Director will require the student to repeat the rotation.
6. 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.

## **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.

## **Responsibilities and Roles of the NSCP-ISPP Student and Program Director**

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 his/her rotation.
7. Students are expected to communicate with his/her preceptors and Program Director throughout each rotation.
8. Students are expected to inform preceptors and the Program Director of any change in his/her 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 his/her 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.



## **HIPAA Confidentiality Statement Pepperdine University – NSCP-ISPP**

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: \_\_\_\_\_

## **Pepperdine University NSCP-ISPP Student Handbook Acknowledgement Form**

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 Week.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_