



NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

Dietetic Technician

**Program-Specific Policies and
Procedures**

December, 2015

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Policy for Selecting Supervised Practice Location Sites

PURPOSE:

Supervised practice is a program requirement to maintain Dietetic Technician (DT) Program accreditation through the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The purpose of the selection process to determine if a site is acceptable for the supervised practice experience. A site will be deemed acceptable by meeting the DT program requirements of Northland Community and Technical College (Northland) and ability to facilitate the DT student’s successful completion of competencies set forth by ACEND.

OVERVIEW:

Criteria for selection of the DT program’s supervised practice experience (DIET2030 Food Service Management – lab section, DIET2035 Community Practicum, DIET2040 Clinical Practicum, and DIET2045 Management Practicum) is as follows:

1. The preceptor/supervisor must be currently credentialed or licensed as appropriate to meet the state and federal regulation for the area they are supervising students.
 - a. The preceptor must be available, via a variety of contact measures, to the student during all working hours.
 - b. An on-site supervisor designee of another profession must be assigned while the RD/RDN or DTR is off site.
2. The site’s mission and philosophy are clear and congruent with Northland’s.
3. Current acceptable supervised practice sites include:

Supervised Rotation	Approved Site
DIET2030 Food Service Management (LAB Portion) – <i>minimum of 60 hours</i>	Long Term Care Rehabilitation Center Acute Care Correctional Facility Educational Facility
DIET2035 Community Practicum – <i>minimum of 96 supervised practice hours</i>	<i>Sites will be determined through coursework. Common sites include:</i> Meals on Wheels Women, Infants, and Children (WIC) Farmer’s Market Headstart Program Extension Service – 4H Senior Meals Programs Community Health Programs Sports Fitness Center
DIET2040 Clinical Practicum – <i>minimum of 192 supervised practice hours; preferably 96 in Long Term Care and 96 in the Hospital/Clinical setting</i>	Long Term Care Rehabilitation Center Acute Care Ambulatory Care Dialysis Center Diabetes Outpatient Center Neonatal Bariatric Surgery Center Eating Disorder Clinic

DIET2045 Management Practicum – <i>minimum of 192 supervised practice hours</i>	Long Term Care Rehabilitation Center Acute Care Correctional Facility Educational Facility
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4. Examples of the most up to date course syllabi (including course competency requirements with corresponding assignments/activities, and evaluation sheets) are available in the D2L Brightspace Dietetic Technician Forum.
5. No student is allowed to practice in a facility until an affiliation agreement is in place.

**Northland Community and Technical College
Dietetic Technician Program**

Procedure for Selecting Supervised Practice Location Sites

1. The DT student will check with the DT Program director to identify if the intended supervised practice sites available in their geographic location meet Northland’s selection criteria.
2. The DT student will submit intended practicum sites utilizing the *Student Supervised Practice Selection Form* by the first semester of technical courses or a minimum of 2 semesters before the intended rotation is to begin (typically this will be Summer Semester).
3. The DT Program Director will evaluate the *Student Supervised Practice Selection Form* and decide to approve or deny the DT student’s submitted request; a phone consultation with preceptor may be necessary if further clarification is warranted.
4. Approval will be made if the DT student’s selected site can meet Northland’s requirements stated in the policy. The signed and dated form will be returned to the DT student via email for their portfolio, and a copy will be kept on file at Northland.
5. Denial will be made if the DT student’s selection site cannot meet Northland’s requirements stated in the policy. The signed and dated denial will be returned to the DT student via email and a copy will be kept on file at Northland. The student must then locate another facility and repeat this procedure from step 1.
6. No student is allowed to practice in a facility until an affiliation agreement is in place.

**Northland Community and Technical College
Dietetic Technician Program
Site Selection Form**

Student Name

Course Number & Name

Facility Name

Facility Address

Street

City, State, Zip Code

Contact Person's Name

Contact Person's Credentials

Contact Person's CDR Number

Contact Person's Phone Number

Contact Person's Email Address

Facility Type

Typical Patients/Clients Served

Approved?

Yes / No

Date:

Program Director Signature

Comments

Last Edit: 10/16/15 ab

**Northland Community and Technical College
Dietetic Technician Program**

Policy for Establishing and Maintaining Memorandums of Understanding

PURPOSE:

A "Memorandum of Understanding" (MOU) shall be established between Northland Community and Technical College (Northland) and all facilities providing supervised practice for Dietetic Technician (DT) students. The purpose of the MOU is to identify the mutual responsibilities and expectations of Northland and the clinical facility prior to beginning the rotation.

OVERVIEW

1. **The MOU/Contract must be in place before the DT student can register for the supervised practice (DIET2030 Food Service Management – lab section, DIET2035 Community Practicum, DIET2040 Clinical Practicum, and DIET2045 Management Practicum).**
2. DT students are to submit intended practicum sites by the first semester of technical courses or a minimum of 2 semesters before the intended rotation is to begin (typically this will be Summer Semester).
3. If the student is at a site for one day or less and is observing or shadowing, a formal agreement is not required between Northland and the facility. However, if at any time direct patient/client care is involved an agreement is required.
4. Once both Northland and the facility have the signed contract the student is able to finalize the rotation schedule with their preceptor
5. **Note:** If the rotation site will not sign Northland's MOU, then the contract will be reviewed by Northland's legal department and negotiate with added or removed items. If the site will not include Northland's contract requirements and negotiations are not successful the student will be required to seek alternative placement to complete their supervised practice rotations.

**Northland Community and Technical College
Dietetic Technician Program**

**Procedure for Establishing a Memorandum of Understanding (MOU) between Northland's Dietetic Technician Program and
Practicum Sites**

STANDARD CONTRACT PROCEDURE

1. Dietetic Technician (DT) students are required to have a MOU in place prior to registering for the practicum supervised practice courses (DIET2030 Food Service Management – lab section, DIET2035 Community Practicum, DIET2040 Clinical Practicum, and DIET2045 Management Practicum).
2. DT students complete supervised practice requirements in their geographic location.
3. The DT student will check with the DT Program director to identify if there are established MOUs in place within their geographic location.
4. The DT student will submit intended practicum sites by the first semester of technical courses or a minimum of 2 semesters before the intended rotation is to begin (typically this will be Summer Semester).
5. The most up to date contract template is available in the D2L Brightspace Dietetic Technician Forum.
6. When the DT student identifies a willing practicum site, the student will fill out the Dietetic Technician Program Site Selection Form and submit to the Program Director for approval.
7. Once the site has been approved, the Program Director will request that Health & Human Services Verification Specialist (Jodi Palmiscno) initiate the MOU using Northland's template.
8. The site will decide if Northland's MOU template can be used or if they require alterations.
9. If the facility can use Northland's MOU template they will completely fill it out being sure to include effective dates and terms, and proper contact information.
10. If the contract is unchanged the site's administrator or designee will sign the contract.
11. When the contract is signed, a scanned/PDF copy can be emailed to the DT Program Director (angie.brekken@northlandcollege.edu) or to (Jodi.Palmiscno@northlandcollege.edu) to be forwarded to Legal Services for final signature.
12. If the site requires alterations, make the edits using TRACK CHANGES so Northland's administration can locate these requested edits at a glance.
13. If the site requires alterations, the unsigned TRACK CHANGES document is to be forwarded to DT Program Director (angie.brekken@northlandcollege.edu) or to (Jodi.Palmiscno@northlandcollege.edu) to be forwarded to legal administration for review.
14. When Northland's legal administration reviews the edited MOA they will either sign as the final version or request edits. The Program Director will communicate with the site and the contract will be returned electronically where the site will respond to any of Northland's edits or sign and return.
15. The DT student and the site will be notified via email by the DT Program Director when the signed MOA has been obtained.
16. When the site has the fully executed MOA baring both the school and facility signatures, the DT student can schedule rotation hours with their preceptor.

NON-STANDARD CONTRACT PROCEDURE:

1. If the site will not accept Northland's standard MOA the site's template will be reviewed by Northland's legal administration.

2. The site contact person to will be asked to forward their contract/MOU to DT Program Director (angie.brekken@northlandcollege.edu).
3. Per the direction and discretion of Northland's legal administration the site's contract will be reviewed.
4. If Northland's legal administration decides to negotiate the site's MOU, DT students should anticipate a longer time frame of up to 1 year for negotiation.
5. During negotiation Northland's DT Program Director will be in contact with the site's representative for exchange of edited drafts of the MOA.
6. Follow steps 13-15 of the Standard Contract Procedure.
7. **If the site will not include Northland's contract requirements and negotiations are not successful the student will be required to seek alternative placement to complete their supervised practice rotations.**

Memorandum of Understanding Template

**STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

MEMORANDUM OF AGREEMENT

BETWEEN

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

AND

Name of Facility

This Agreement is entered into between the State of Minnesota, acting through its **Board of Trustees of the Minnesota State Colleges and Universities**, on behalf of Northland Community and Technical College, 2022 Central Ave NE, East Grand Forks, MN 56721 & 1101 Highway 1 East, Thief River Falls, MN 56701 (hereinafter “College/University”), and **Facility name and address** (hereinafter “Facility”).

This Agreement and any amendments and supplements thereto, shall be interpreted pursuant to the laws of the State of Minnesota.

WITNESSETH THAT:

WHEREAS, the College/University has established the Health and Human Service Programs listed in I.A. below for qualified students preparing for and/or engaged in health and human service careers; and

WHEREAS, the Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes, Chapter 136F to enter into Agreements regarding academic programs and has delegated this authority to the College/University; and

WHEREAS, the Facility has suitable facilities for the educational needs of the listed health and human service career programs(s) of the College/University; and

WHEREAS, it is in the general interest of the Facility to assist in educating persons to be qualified or better qualified personnel; and

WHEREAS, the College/University and the Facility are desirous of cooperating to furnish a clinical experience program for students enrolled at the College/University;

NOW, THEREFORE, it is mutually agreed by and between the College/University and the Facility:

I. COLLEGE/UNIVERSITY RESPONSIBILITIES

A. The College/University, which is accredited by the North Central Association of Colleges and Secondary Schools, is responsible for offering the following program:

Cardiovascular Technology, *Dietetic Technician*, Emergency Medical Technician, Fire Technology, Firefighter-Paramedic, Certificate, Intensive Care Paramedic, Nurse Assistant, Nurse Refresher, Nursing, AS, Occupational Therapy Assistant, Pharmacy Technology, Diploma & AAS, Phlebotomy, Physical Therapist Assistant, Practical Nursing, Diploma & AAS, Radiologic Technology, Respiratory Therapist, Surgical Technology. The programs are approved or accredited by the following agencies:

Cardiovascular Technology	Commission on Accreditation of Allied Health Education Programs (CAAHEP) In cooperation with the Joint Review Committee on Education in Cardiovascular Technology
<i>Dietetic Technician</i>	<i>Accreditation Council for Education in Nutrition and Dietetics (ACEND)</i>
Emergency Medicine Technician	Minnesota Emergency Medical Services Regulatory Board
Nursing, AS	Minnesota Board of Nursing National League for Nursing Accrediting Commission
Nurse Assistant Nurse Refresher	MN Department of Health Minnesota Board of Nursing and North Dakota Board of Nursing
Occupational Therapy Assistant	Accreditation Council for OT Education Of the American Occupational Therapy Association
Intensive Care Paramedic	Minnesota Emergency Medical Services Regulatory Board Commission on Accreditation of Allied Health Education Programs (CAAHEP) In cooperation with the Committee on Accreditation of Education Programs for The Emergency Medical Services Professions
Pharmacy Technology	American Society of Health Systems Pharmacists
Phlebotomy	Minnesota State Colleges and Universities
Physical Therapist Assistant Practical Nursing, Diploma & AAS	Commission on Accreditation in Physical Therapy Education Minnesota Board of Nursing
Radiologic Technology	Joint Review Committee on Education in Radiologic Technology (JRCERT)
Respiratory Therapist Surgical Technology	Commission on Accreditation for Respiratory Care Commission on Accreditation of Allied Health Education Programs (CAAHEP)

**In cooperation with the Accreditation
Review Council on Education in Surgical
Technology and Surgical Assisting**

- B. The College/University will assume responsibility for the supervision of its students during the clinical experience program at the Facility, unless otherwise agreed to in writing by the parties. The College/University will provide its faculty to effectively implement the clinical experience program at the Facility or collaborate with the facility to appoint clinical experience supervisors. The College/University faculty so assigned or appointed will hold current licensure, registration or certification valid in the State of Minnesota and/or North Dakota.
- C. The College/University faculty will be responsible for planning, directing and evaluating the students' learning experiences. The College/University faculty will attend the Facility's orientation for clinical experience instructors as deemed necessary by the College/University and the Facility.
- D. The College/University will provide the Facility, at its request, with objectives for the clinical experience program. Implementation of those objectives will be accomplished by the College/University in cooperation with the Facility's designated representative.
- E. The College/University will provide the Facility with a list of the students who are participating in the clinical experience program, the units within the Facility where they are assigned, and the dates of each student's participation in the program.
- F. The College/University will inform its faculty and students of the Facility's policies and regulations which relate to the clinical experience program at the Facility.
- G. The College/University will inform its faculty and the students who are participating in the clinical experience program that they are encouraged to carry their own health insurance and are responsible for carrying their own professional liability insurance if professional liability insurance is not provided by the College/University.
- H. The College/University will maintain a record of students' health screening data and current immunizations and shall obtain students' permission to submit data regarding their health status to the Facility.
- I. The College/University agrees and represents that it will require all students and faculty to have completed a background study conducted in accordance with Minnesota Statutes Chapter 245C, Human Services Background Studies, as a pre-condition to participation in the clinical experience. College/University will not assign a student or faculty member to the Facility if his/her background study documents ineligibility to have direct contact with Facility's patients or residents under applicable law or regulations. If requested, College/University shall provide the Facility with documentation regarding the completion or results of the background study pursuant to the written consent of the subject.

II. FACILITY RESPONSIBILITIES

- A. The Facility will have current accreditation by the Joint Commission on Accreditation of Health Care Organizations (d/b/a "The Joint Commission") or any other appropriate and required accrediting body.
- B. The Facility is responsible for the safety and quality of care provided to its patients by the students who are participating in the clinical experience program at the Facility. In order to effectively fulfill that duty, it is agreed that Facility has ultimate control over all persons involved in the program and may immediately terminate the participation in the program of any of the students enrolled in the program where an emergency exists involving health and safety; and in all other (non-emergency) instances, Facility shall consult with the College/University before taking any action to terminate the participation of a student.
- C. The Facility will provide the College/University access to its policies and regulations which relate to the clinical experience program.
- D. The Facility will permit the College/University faculty and students to use its patient care and patient service facilities for clinical instruction according to a mutually-approved plan.
- E. The Facility will allow a reasonable amount of Facility staff time for orientation and joint conferences with College/University faculty, for planning with College/University faculty, and for such other assistance as shall be mutually agreeable.
- F. When available, physical space such as offices, conference rooms, and classrooms of the Facility may be used by the College/University faculty and students who are participating in the clinical experience program.
- G. The College/University faculty and students participating in the clinical experience program will be permitted to use the Facility's library in accordance with the Facility's policies.
- H. The Facility will make locker or cloak room facilities available for the College/University faculty and students during assigned clinical experience program hours. These facilities may be shared by other faculty and students.
- I. The Facility assumes no responsibility for the cost of meals, uniforms, housing, parking or health care of College/University faculty and students who are participating in the clinical experience program. The Facility will permit College/University faculty and students who are participating in the clinical experience program to use any cafeteria on the same basis as employees of the Facility. The Facility will permit College/University faculty to use Facility parking spaces under the same policies governing Facility personnel.
- J. The Facility recognizes that it is the policy of the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or

local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

K. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the American with Disabilities Act, 42 U.S.C. Chapter 12101 et seq., and any regulations promulgated to the Act. The College/University is not responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services and other areas covered by the ADA.

III. MUTUAL RESPONSIBILITIES

A. The College/University and the Facility assume joint responsibility for the orientation of the College/University faculty to Facility policies and regulations before the College/University assigns its faculty to the Facility.

B. **HIPAA.** Solely for the purposes of defining the students' and faculty roles in relation to the use and disclosure of the Facility's protected health information, the College/University and faculty engaged in activities pursuant to this Agreement are members of the Facility workforce, as that term is defined in 45 CFR 160.103. The College/University students and faculty are not, and shall not be construed to be, employees of Facility.

The College/University shall cooperate with Facility in complying with its obligations as a HIPAA covered entity, including, but not limited to, complying with its policies and procedures under the HIPAA Privacy Regulations, 45 CFR parts 160 and 164. Prior to placement at Facility, the College/University shall instruct its students and faculty to comply with Facility's policies and procedures governing the use and disclosure of individually identifiable health information.

C. Personnel of the College/University and the Facility will communicate regarding planning, development, implementation, and evaluation of the clinical experience program. The communication may include but not be limited to:

- a. Communication to familiarize Facility personnel with the clinical experience program's philosophy, goals and curriculum;
- b. Communication to familiarize the College/University faculty with the Facility's philosophy, policy and program expectations;
- c. Communication to keep both parties and the parties' personnel who are assigned to the clinical experience program informed of changes in philosophy, policies and any new programs which are contemplated;
- d. Communication about jointly planning and sponsoring in-service or continuing education programs (if appropriate);
- e. Communication to identify areas of mutual need or concern;
- f. Communication to seek solutions to any problems which may arise in the clinical experience programs; and

- g. Communication to facilitate evaluation procedures which may be required for approval or accreditation purposes or which might improve patient care or the College/University's curriculum.

D. **INSURANCE.** Each party, at its sole expense and at all times during the term of this Agreement, shall secure and maintain the following insurances (or comparable coverage under a program of self-insurance) covering itself and its employees who perform any work, duties or obligations in connection with this Agreement.

a. **Commercial General Liability Insurance**

The College/University will maintain Commercial General Liability insurance in conformance with the Tort Claims limits set forth in Minn. Stat. 3.736, subd. 4, with limits not less than \$500,000 per person and \$1,500,000 per occurrence for bodily injury and property damage.

The Facility will maintain Commercial General Liability insurance with limits not less than \$2,000,000 per occurrence and \$2,000,000 annual aggregate for bodily injury and property damage.

b. **Professional Liability Insurance**

The College/University will maintain Professional Liability insurance for participating students (and faculty, if applicable) or cause any student participating in the program to maintain Professional Liability insurance, with limits not less than \$2,000,000 each claim and \$3,000,000 aggregate.

The Facility will maintain Professional Liability insurance covering itself and its employees, agents or assigns with limits not less than \$2,000,000 each claim and \$3,000,000 aggregate.

If insurance covered by claims-made policies is discontinued, then extended reporting period coverage must be obtained and evidence of such coverage shall be provided to the other party.

c. **Additional Conditions:**

An Umbrella or Excess Liability insurance policy may be used to supplement the Facility's policy limits to satisfy the full policy limits required by the Agreement.

Each party shall provide to the other party upon request certificates of insurance or self-insurance evidencing the required coverage.

If Facility receives a cancellation notice from an insurance carrier affording coverage herein, Facility agrees to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless Facility's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days' advance written notice to the University.

Each party, at its sole expense, shall provide and maintain Workers' Compensation insurance as such party may be required to obtain by law. The College/University is self-insured for Workers' Compensation purposes, and any such insurance extends only to employees of the College/University, not to students.

IV. STUDENT REQUIREMENTS

- A. Each student will be required, as a condition for participation in the clinical experience program, to submit the results of a health screening to the College/University and, if requested, to the Facility, to verify that no health problems exist which would jeopardize student or patient welfare. The health screening shall include an update of required immunizations. The health screening shall be limited to a TB test or chest x-ray, annual influenza vaccine, verification of immunity for rubeola, rubella and mumps, tetanus-diphtheria, varicella, and Hepatitis B or a signed waiver of immunization. A list of those students with verification of the TB test results, the required immunization and/or waiver, may, at the request of the Facility, be provided to the Facility.
- B. Students participating in the clinical experience program shall be encouraged to carry their own health insurance.
- C. Students participating in the clinical experience program shall be responsible for carrying their own professional liability insurance if professional liability insurance is not provided by the College/University.

V. EMERGENCY MEDICAL CARE & INFECTIOUS DISEASE EXPOSURE

- A. Any emergency medical care available at the Facility will be available to College/University faculty and students. College/University faculty and students will be responsible for payment of charges attributable to their individual emergency medical care at either the Facility or the College/University.
- B. Any College/University faculty member or student who is injured or becomes ill while at the Facility shall immediately report the injury or illness to the Facility and receive treatment (if available) at the Facility as a private patient or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness shall be the sole responsibility of the College/University faculty member or student who receives the treatment and not the responsibility of the Facility or the College/University.
- C. The Facility shall follow, for College/University faculty and students exposed to an infectious disease at the Facility during the clinical experience program, the same policies and procedures which the Facility follows for its employees.
- D. College/University faculty and students contracting an infectious disease during the period of time they are assigned to or participating in the clinical experience program must report the fact to their College/University and to the Facility. Before returning to the Facility, such a College/University faculty member or student must submit proof of recovery to the College/University or Facility, if requested.

VI. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The College/University's liability shall be governed by the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable laws.

VII. TERM OF AGREEMENT

This Agreement is effective on the later of **Start Date** or when fully executed, and shall remain in effect until **End Date (5 years later)**. This Agreement may be terminated by either party at any time upon one year written notice to the other party. Termination by the Facility shall not become effective with respect to students then participating in the clinical experience program.

VIII. FINANCIAL CONSIDERATION

- A. The College/University and the Facility shall each bear their own costs associated with this Agreement and no payment is required by either the College/University or the Facility to the other party, except that, where applicable, the Facility shall pay the tuition and other educational fees of students it places in the clinical experience program.
- B. The Facility is not required to reimburse the College/University faculty or students for any services rendered to the Facility or its patients pursuant to this Agreement.

IX. AMENDMENTS

Any amendment to this Agreement shall be in writing and signed by authorized officers of each party.

X. ASSIGNMENT

Neither the College/University nor the Facility shall assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party.

XI. STATE AUDIT

The books, records, documents and accounting procedures and practices of the Facility relevant to this Agreement shall be subject to examination by the College/University and the Legislative Auditor.

XII. DATA PRIVACY

The Facility and College/University must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the College/University in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the Facility in accordance with this contract. The civil

remedies of Minnesota Statute §13.08 apply to the release of the data referred to in this clause by either the Facility or the College/University.

In the event the Facility receives a request to release the data referred to in this clause, the Facility must immediately notify the College/University. The College/University will give the Facility instructions concerning the release of the data to the requesting party before the data is released.

The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

XIII. OTHER PROVISIONS: [attach additional page(s) if necessary, otherwise insert NONE]

NONE

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

APPROVED:

1. FACILITY: Name and Address of Facility

Facility certifies that the appropriate person(s) have executed the Agreement on behalf of Facility as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature and printed name)
Title
Date

By (authorized signature and printed name)
Title
Date

2. COLLEGE/UNIVERSITY: Northland Community and Technical College

By (authorized signature and printed name)
--

Title Jodi Strauss-Stassen, Dean of Allied Health & Nursing
Date

By (authorized signature and printed name)
Title
Date

3. AS TO FORM AND EXECUTION:

By (authorized signature and printed name)
Title
Date

**Northland Community and Technical College
Dietetic Technician Program**

Policy on Liability Insurance

Purpose: The purpose of practice liability insurance for the student dietetic technician is to cover situations pertaining to injury of others. It does NOT cover injuries to students themselves.

Overview: All Dietetic Technician (DT) students annually purchase professionally liability insurance through NCTC that provides liability coverage for unintended injury to patients or other students during on and off campus educational experiences. The insurance is paid as part of differential tuition for health care coursework.

The student is required to have student dietetics liability insurance for practice in the clinical and management area. This liability insurance is part of the DT student's DIET course tuition, not charged as a separate fee.

**Northland Community and Technical College
Dietetic Technician Program**

Policy on Safety & Travel

Purpose: To assure safe and legal travel during supervised practice practicums.

Overview: All students need to be aware of the supervised practice obligation of travel. Students will be required to travel to all supervised practice education sites at their own expense. Therefore, students need to have a valid driver's license and automobile insurance per state laws. Students unable to drive to their designated supervised practice sites, must make their own arrangements for travel so as not to interfere with their required supervised practice rotations. All students are required to fulfill their scheduled supervised practice rotations.

**Northland Community and Technical College
Dietetic Technician Program**

Policy on Student Illness &/or Injury

Purpose: To provide a safe and healthy supervised practice environment for Dietetic Technician (DT) students, facility preceptors, facility staff, and patients/clients/customers.

Overview: Students must maintain good health throughout the program in order to meet the Dietetic Technician Program course outcomes. Students evidencing changes in health status may be required to consult a health professional for appropriate evaluation and/or treatment.

Students who are experiencing symptoms of illness are asked to use discretion when attending supervised practice. Students should not go to supervised practice sites when experiencing symptoms of possible communicable illness including, but not limited to: cough, fever, abnormal drainage from any body part or wound, stomach symptoms such as nausea, vomiting and diarrhea. Students should NOT go to supervised practice to show the preceptor that they are ill. The preceptor and faculty trusts that when students call them to report illness that they are too ill to be at supervised practice.

Students who become ill while at the supervised practice site will be advised to go home. This will also count toward supervised practice absence. Students missing a full supervised practice day, or any portion of a supervised practice day (e.g. arriving late, missing pre or post clinical) are required to schedule appropriate dates & times with their preceptor to make up the lost time. The course instructor also needs to be made aware of the absence(s) and make up dates and times via email from the student.

Any student with potential limitations due to illness, surgical procedures, injury, or medication use (over-the-counter and/or prescription) which may impair their cognitive, psychosocial and/or physical ability to provide safe dietetics care in the supervised practice setting must provide the course instructor and preceptor with a currently dated physician's statement prior to supervised practice attendance. The physician's signed statement must clearly indicate health clearance for the student to attend supervised practice. If this documentation is not provided prior to the supervised practice session, the student becomes ineligible for supervised practice participation and is considered absent from any missed supervised practice time. This time must be made up as stated above.

In the event of an emergency at the supervised practice facility, students will be required to receive treatment as a private patient and per the facility's policies. Students receiving medical care will be responsible for payment of all charges attributable to their individual emergency medical care. Any student who is injured or becomes ill while at the facility shall immediately report the injury or illness to the supervised practice preceptor and instructor. FYI – this

includes care provided as result of an exposure to blood and other body fluids (i.e. needle sticks.).

Any hospital or medical costs arising from the injury or illness are the sole responsibility of the student who receives the treatment and not the responsibility of the clinical facility or Northland. Students contracting an infectious disease during the period they are assigned to or participating in the supervised practice experience must report the fact to their supervised practice course instructor and to the preceptor. Before returning to the supervised practice facility, the student must submit proof of recovery to the supervised practice course instructor and preceptor, if requested.

Students participating in supervised practice experiences are encouraged to carry their own health insurance. The DT program and related supervised practice facilities do not provide general health insurance coverage for students.

**Northland Community and Technical College
Dietetic Technician Program**

Policy on Drug Testing

Purpose: To comply with supervised practice site policies on drug use and testing.

Overview: Northland Community and Technical College (Northland) has policy in place for a drug-free college which can be accessed in the student handbook. Northland does not require drug testing prior to the supervised practice experiences. If a supervised practice site requires drug testing, this will need to be addressed and negotiated during the MOU process between the supervised practice facility and Northland's Office of General Council.

**Northland Community and Technical College
Dietetic Technician Program**

Policy on Supervised Practice

Purpose: The purpose of supervised practice is for the Dietetic Technician (DT) student is to achieve the competencies for entry level practice of a DTR.

Overview: Supervised practice will be conducted under the supervision of the appropriate preceptor as outlined in the Memorandum of Understanding. Supervised practice is required to ensure the DT student is performing within the Code of Ethics, under their Scope of Practice, and within their Standards of Professional Practice. Supervised practice is not meant to take the place of or replace facility staff. Hours for all practicums will be confirmed by the facility preceptor.

For DIET2040 Clinical Practicum, the DT student will record the number of patients seen on the Activity Log.

**Northland Community and Technical College
Dietetic Technician Program**

Policy on Complaints

Purpose: To provide Dietetic Technician (DT) students with appropriate lines of reporting program complaints.

Overview: Northland's DT Program is in candidacy status for accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, 1-800-877-1600, ext. 4872. ACEND has established Standards of Education which accredited programs must meet that include knowledge and competency requirements.

In the event that a Dietetic Technician student has a complaint, they are encouraged to file complaints via Northland's *3240 Student Complaints and Grievances Policy* and *3240P Student Complaints and Grievances Procedure* which can be found in the student handbook. If after all facility complaint and grievance attempts have been exhausted regarding program compliance with accreditation/approval standards, students are encouraged to follow ACEND's policy and procedure for submission of complaints which may be obtained by contacting the Education and Accreditation staff at:

The Academy for Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995

or by calling 1-800-877-1600m ext. 4872. ACEND 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 students.

Written complaints should be mailed to:

Chair, Accreditation Council for Education in Nutrition and Dietetics

at the above address.

As with Northland's *3240 Student Complaints and Grievances Policy*, there will be no retaliation of any kind for participating, or refusing to participate, in an appeal, complaint or grievance.

**Northland Community and Technical College
Dietetic Technician Program**

Policy on Prior Learning

Purpose: To facilitate the articulation agreement between the Dietetic Technician (DT) Program at Northland Community and Technical College (Northland) and the Nutrition and Food Service Professional (Dietary Manager) Program at the University of North Dakota.

Overview: An articulation agreement is in place between Northland's DT Program and UND's Nutrition and Food Service Professional Program. Prior learning has been established, as well as supervised practice and life-experience hours through the student's completion of UND's program.

In the event that the DT student has

- a current Certified Dietary Manager (CDM) certificate.
- UND program completion with an average of at least 75% on all examinations.
- completion of the UND program from 2001 to present.
- ServSafe certification.
- Meets all other program-specific requirements

the following courses will be waived:

- DIET2005 Food Production & Science (4 credits)
- DIET2010 Sanitation and Safety (2 credits)
- DIET2015 Selection & Procurement (4 credits)
- DIET2045 Management Practicum (4 credits)

for a total of 14 waived credits. Students meeting the above criteria will need to complete all remaining DT program course requirements with a total of 53 credits remaining to complete the DT program.

**Northland Community and Technical College
Dietetic Technician Program**

Policy on Program Retention and Remediation

Purpose: To facilitate student success in the Dietetic Technician (DT) Program.

Overview: College-wide policies and procedures are outlined in the Student Handbook and are applicable to all students. The DT program has additional policies that apply to DT students.

Students must maintain a minimum of a letter C grade in all courses. In the event a student fails (D, F grade) or withdraws from a DIET course, a *written request must be submitted to the Program Director (angie.brekken@northlandcollege.edu)* requesting a second attempt for the course/s. The student request and satisfactory academic progress status will be reviewed by the DT Program Director who will work with the program advisor to recommend a revised course of study and grant permission for course enrollment when seats are available; additionally they will be offered remediation resource and learning support. It must be noted that DIET courses proceed in a progressive order, therefore needing to repeat a course may greatly delay the ability of the student to graduate on schedule. If a student fails a supervised practice experience, it must be repeated in full.

Due to limitation of 30 students per cohort for this online DT program, if a DT student is having any difficulty academically, they are encouraged to talk to the Program Director and/or program advisor to seek guidance and assistance. Services for tutoring as well as academic and personal counseling are available on campus and online. The DT Program faculty want all students to succeed and are more than willing to help students succeed. It is important students seek guidance well before semester end. This would allow ample time for assistance and attempts to improve students overall academic outcome.

If the student does not agree with the recommended revision, they can request a 2nd level program progression review by the Dean of Health, Nursing, and Public Services. Students granted permission to repeat courses are not guaranteed enrollment in the following semester but will be offered a course seat when one becomes available.

In the event a student does not achieve a minimum “C” grade on a **second attempt for a DIET course**, they will no longer be eligible to complete the DT Program. Course withdrawals also count toward unsuccessful attempts.

**Northland Community and Technical College
Dietetic Technician Program**

Policy on Disciplinary Action and Termination

Purpose: To facilitate standards of practice and fair treatment of all Dietetic Technician (DT) students.

Overview: The Administration of Northland Community and Technical College and the faculty of the DT program will enforce all policies and procedures.

Conduct Subject to Program Discipline – Probation or Dismissal

1. The program reserves the right to dismiss any student whose conduct, health, or clinical practice makes it inadvisable for the student to remain in the program.
2. Program faculty may place a student on probation if the student is habitually late for supervised practice or is demonstrating the probability of failing supervised practice.
3. The student disciplinary procedure will be initiated due to substandard, unethical, or
4. inappropriate conduct at the discretion of DT program faculty.
5. Program probation or dismissal may include, but is not limited to the following reasons:
 - a) Discourteous treatment of patients, the public, employees or fellow students.
 - b) Disclosure of confidential information.
 - c) Unauthorized and/or improper use of computers within the college or clinical education sites.
 - d) Insubordination which would include disrespect for patients, program officials, affiliated personnel, or other students in the program.
 - e) Falsification/Dishonesty with clinical documentation or clinical absence
 - f) Neglect of assigned clinical duties
 - g) Repeated tardiness and/or absenteeism
 - h) Unexcused absenteeism; failure to follow notification procedures as outlined in the course syllabi.
 - i) Failure to abide by program supervision and repeat policy
 - j) Unethical or unprofessional conduct in class or supervised practice setting.
 - k) Possession or use of alcohol or any mood altering chemical on the premises of Northland or supervised practice sites. This includes attending supervised practice while intoxicated.
 - l) Theft or misappropriation of personal, supervised practice site or college property.
 - m) False statements on admission, identification or other official documents involving college, program or clinical education sites.
 - n) Probation may occur if student is receiving poor assignment grades demonstrating they are not meeting the criteria consistently
 - o) It is difficult to outline all misconducts that will result in disciplinary action. Program faculty will determine the seriousness of any reported offense following

investigative procedures for verification and determine the appropriate level of discipline.

6. Professional behaviors reflect the standards and ethics outlined by the Code of Ethics for Dietetic Professionals. Such professional behaviors and attributes are necessary for success as a dietetic technician student in the supervised practice environment. Failure to demonstrate professional behaviors while enrolled in the program may result in probation or dismissal from the program, as deemed necessary by program officials.

Immediate dismissal from the program without verbal warning or probation status may result from, but not limited to, the following reasons:

1. Possession or use of alcohol or any mood-altering chemicals on the premises, both campus and supervised practice sites, or reporting to supervised practice intoxicated.
2. Carelessness in regard to safety of patients, self and colleagues.
3. Dishonesty, cheating or theft.
4. Release of confidential information regarding patients and/or clinical affiliate personnel or activities.
5. Prohibited from performing supervised practice duties at any of the program clinical education sites due to ethical or professional violations.
6. False information that would jeopardize patient and healthcare personnel safety.

Disciplinary Action Definitions

1. *Probation:* Continued enrollment in the program is dependent upon improvement in behavior during a specified period of time determined by program officials. Probation status is provided to the student in writing, indicating the need to improve and where improvement is needed. The student must write a plan of action for improvement. Failure to achieve satisfactory progress at the end of the probationary period will result in dismissal.
2. *Dismissal:* Dismissal from the program. Students dismissed from the Dietetic Technician program for behavioral reasons, academic reasons, unethical and/or unprofessional actions, are not allowed to reapply for admission to the program. In the event a student is being dismissed from the program, they will meet with program officials and at that time, a dismissal letter will be signed and dated by student and program officials.

Disciplinary Procedure – Sequence for Behavioral Reasons

The student disciplinary procedure will be initiated due to substandard, unethical or inappropriate conduct at the discretion of the Program Director, Course Instructor and/or supervised practice affiliates.

1. Upon notification of a student's inappropriate conduct, the Program Director and/or Course Instructor will meet with the student either over the phone or via web-conferencing to discuss the matter and inform the student of the specific conduct deemed inappropriate. If the behavior involves a supervised practice site, the

supervised practice preceptor may also be included in the discussion. Depending on the seriousness of the offense the student may be terminated immediately, placed on probation or be given a verbal warning initiating the disciplinary procedure. *If a student is prohibited from performing supervised practice duties based on decisions from the supervised practice site officials, the student will be dismissed from the program.* If a verbal warning concerning the inappropriate behavior results, a written record of the behavior will be placed in the student's program file.

2. If the student's conduct and behavior does not improve, program faculty involved will meet or speak a second time with the student, at which time a written warning and probationary status is given with documentation of specific actions needed to improve performance. A copy of the documentation will be placed in the student file and submitted to the Dean of Academic Affairs. The student will be provided a probationary timeline for definite measurable improvement to be demonstrated by the student.
3. If satisfactory improvement is not demonstrated before the deadline, the Program Director may place the student on probation for a specified period of time or dismiss the student from the program. ***Students dismissed from the Dietetic Technician program for behavioral reasons are not allowed to reapply for admission to the program.***

Disciplinary Actions for Academic Probation

The student must meet the following academic criteria during the DT Program for all didactic courses:

1. Must achieve a letter grade of "C" or above in every course required in the program in order to progress. If a student fails to achieve this in a general education course and chooses to repeat the course, this must be accomplished by the end of the trailing semester. *Any general education course repeated must not interfere with continuation of DT courses and supervised practice time.*
2. In the event that a DT student is not demonstrating progression with clinical/management skills in the supervised practice setting, the student may be placed on probation with a clinical/management improvement plan *under the discretion* of program officials.
3. Neglecting to prove competency with grades throughout each semester would indicate the student is not progressing as expected. If a program official does not feel the student is progressing with program competencies throughout any given semester, the student may be placed on probation or deemed ineligible to continue in the program. This is dependent on an overall assessment of academic and/or supervised practice performance from all program officials. *As stated in section*
4. Failure to meet the above criteria may result in the student being placed on probation for a specified period of time. A student may be placed on probation at any time throughout a semester and provided an academic improvement plan indicating areas the student must demonstrate improvement in by a specified time. If at the end of the stated time satisfactory improvement has not been demonstrated, the student will be dismissed from the program.

5. There are many components to assessing students in supervised practice that comprise the final supervised practice semester grade. It is probable that students may be at a very low %, yet still passing (letter grade C or better) a particular semester of supervised practice. However, program faculty and clinical affiliates may determine the student is considered a hazard to patients due to lack of consistency with supervised practice skills and therefore cannot work under indirect supervision for previously unmet competencies. In these situations, program faculty may determine in is in the best interest of the student, program and supervised practice environment to dismiss the student when improvement was not demonstrated following a probationary status, despite a passing supervised practice grade.

**Northland Community and Technical College
Dietetic Technician Program**

Policy on Graduation

Purpose: To assure all Dietetic Technician (DT) Program graduates have met program and competency requirements for graduation to be eligible for the Dietetic Technician, Registered (DTR) exam through the Commission on Dietetic Registration (CDR).

Overview: The Dietetic Technician Associate of Applied Science Degree Graduation Award (Degree) Requirements are as follows:

The Associate of Applied Science Degree in Radiography is awarded to students with the below

1. The student must achieve a letter grade of “C” or above in each course comprising the DT program.
1. The student must fulfill all program course requirements.
2. The student must complete all supervised practice assignments/hours as scheduled.
3. All degree competencies must be met.
4. Program completion must be within 150% of program length. If a student requests a leave of absence for non-academic reasons and the leave is approved, it will be for a total of one year. The student must resume attendance at the beginning of the semester in which the leave was granted and demonstrate continuous enrollment thereafter for completion. *Student may be required to be re-evaluated prior to re-entry and re-entry may be dependent on available space; not to exceed class capacity. Approval for re-entry in the program following a leave of absence will not be granted if the student was not in good academic standing prior to leave request.*
5. The student must complete all requirements for graduation to sit for the DTR exam certification at time of program completion.

**Northland Community and Technical College
Dietetic Technician Program**

Policy on Verification Statements

Purpose: To provide Dietetic Technician (DT) Program graduates with the required Verification Statement needed to write the Dietetic Technician, Registered (DTR) credentialing exam through the Commission on Dietetic Registration (CDR).

Overview: When a DT student has successfully met all standards outlined in the program Graduation Policy, the Program Director will issue a Verification Statement stating that the graduate has met the requirements of a dietetics education program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). This will establish the program graduate's eligibility to write the registration examination for dietetic technicians, as well as to establish active membership in the Academy of Nutrition and Dietetics.

**Northland Community and Technical College
Dietetic Technician Program**

Procedure on Verification Statements

1. The Registrar will clear the student for graduation, which indicates that all degree requirements have been completed.
2. The Program Director will receive a list of DT Program graduates from the Registrar.
3. Verification Statements cannot be pre-dated. The date on which the Verification Statement is signed will correspond to, or follow, the date all program requirements were completed.
4. The Program Director will issue **at least six** Verification Statements as required since the student has completed Northland's ACEND-accredited DT Program requirements of didactic and supervised practice.
 - a. Verification Statements may be needed for Academy of Nutrition and Dietetics membership, potential employers, licensing boards if applicable.
 - b. Each individual graduate will also be encouraged to keep an original, signed Verification Statement in a secure place for their permanent record.
5. The Program Director will keep an original, signed Verification Statement on file for each individual to whom one was issued in the event of possible grievance and the student being denied access to credentialing if additional verification statements are needed by the graduate at a future date. In addition to being required documentation in the event of CDR audit.
6. All Verification Statements that are issued and on file:

- a. will be retained in a secure, locked location.
- b. will be signed in a color ink other than black.
- c. will be marked with an institutional stamp or school seal.
- d. will not be filed or issued without signature or graduate name.
- e. will never be posted blank online.