La Salle University
School of Nursing and Health Sciences
Philadelphia, PA 19141

Master's Coordinated Program in Nutrition and Dietetics Practice

Supervised Practice
Student Handbook
2024-2025

LASALLE UNIVERSITY

~ AFFIRMATION ~

I choose to be a member of
the La Salle University community.

I conduct myself with
honesty, integrity, civility, and citizenship.
I respect people, property, our University,
and its Lasallian and Catholic heritage.

I celebrate our many cultures.
I promote the free exchange of scholarly ideas.
I commit to my personal involvement in
learning for the greater good.

In all my actions, I am La Salle.
In association, we are La Salle.

La Salle University
School of Nursing and Health Sciences
Master's Coordinated Program in Nutrition and Dietetics Practice
1900 W. Olney Avenue
Philadelphia, PA 19141

Dear Student:

Welcome to the Master's Coordinated Program!

The course of study you are undertaking is rigorous and challenging. Practical learning experiences have been planned in multiple settings -- hospitals, community agencies, and food service management organizations. Your success in the program is our priority.

This guide contains information about the policies and procedures required for the Master's Coordinated Program. You will find it useful throughout your course of study.

After reviewing the handbook please sign the enclosed form indicating that you have received and understand all policies. If you have questions, please contact Robin Danowski, Director of the Master's Coordinated Program at 215-991-3618 or danowski@lasalle.edu.

We wish you success in meeting your educational goals.

Sincerely,

Robin Danowski, MS, RD, LDN
Director, Master's Coordinated Program in Nutrition and Dietetics Practice

The following policies regulate the Master's Coordinated Program in the School of Nursing and Health Sciences. The information in this Student Handbook supersedes all previous handbooks and is intended to supplement the University Student Handbook. By enrolling in the Master's Coordinated Program, students accept the responsibility to abide by and adhere to all policies and procedures outlined in this handbook. More detailed expectations for the behavior of students enrolled in the Master's Coordinated Program are presented later in the handbook. In addition, students in the program are expected to abide by the Code of Ethics and Standards of Practice and Professional Performance set forth by the Academy of Nutrition and Dietetics available at www.eatrightpro.org.

La Salle University embraces each student's gifts, differences, and talents and is committed to creating a fully inclusive, equitable, anti-racist, and diverse learning environment.

TABLE OF CONTENTS

	page
Affirmation, Welcome Letter and Disclosures	2-4
Program Mission, Goals and Objectives	6-7
Program Student Learning Outcomes	7
ACEND Core Competencies for Registered Dietitians	8-10
Pre-Entrance Requirements	
Health Requirements	11-12
Student COVID-19 Guidelines	12
Health Insurance	12
Cardiopulmonary Resuscitation	13
Urine Drug Screening	13
PA Child Abuse Clearance	13
Fingerprint based FBI Background Check	13
Criminal Background Check	13
Malpractice Insurance	13
Academy of Nutrition and Dietetics Student Membership	14
Checklist of Requirements	15
Practicum policies	
Prior Learning	16
Pre-experience preparation	16
Orientation	16
Attendance	16
Practicum Class and Absences	17
Time Sheets	17
Makeup Time	17
Educational Purpose of Supervised Practice	17
Practicum Sites, Schedules and Hours	18
Additional Professional Experiences	18
Communication and Professional Behavior	19
Confidentiality	19
Cell Phone and Electronic Devices	18
Social Media	19-20
Policy on Standard Precautions	20
Illness or Injury in Supervised Practice Sites	20
Substance Abuse Policy	20
Dress Code	20-21
Transportation	21
Protection of Student Information	21
Inclement Weather	21-22
Additional Costs	22
Academic Policies	
Assessment of Learning and Performance Evaluation	23
Academic Integrity	24
Probation Procedures	24-25
Progression Requirements	25
Request for Repeating a Practicum Course	25
Appeal Process for Repeating a Course	25-26
Degree and Verification Statements	26
Mentor/Mentee Program	26
Registered Dietitian Examination	27
Licensure	27
Complaints	27
Appendices and Verification of Handbook Receipt	28-36

Master's Coordinated Program Mission

Consistent with Lasallian values, the mission of the Master's Coordinated Program is to educate and empower students to engage in evidence-based practice in Nutrition and Dietetics with a commitment to excellence in practice, advocacy, life-long learning, and scholarship. The program combines a liberal arts education with scientific, theoretical, and practical coursework for preparation of entry-level Registered Dietitian Nutritionists (RDNs), preparing graduates to promote health and wellness in individuals, serve diverse and disadvantaged populations, and to assume leadership roles in their field.

Master's Coordinated Program Goals and Objectives

Goal #1- Prepare students to become competent entry-level dietetic practitioners through successful completion of the Coordinated Program/Master of Science in Nutrition and Dietetics Practice.

Objectives:

1. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
2. 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
3. At least 80% percent of program students complete program/degree requirements within 3 years (150% of the program length)
4. 90% or more of program graduates who seek employment in dietetics will be employed within twelve months of program completion.
5. Greater than 90% of program graduates responding to alumni surveys will report "agree or strongly agree" regarding preparation for entry-level job responsibilities.
6. When surveyed, over 80% of employers will agree or strongly agree that graduates are adequately prepared for entry level positions.

Goal #2 –
Prepare graduates who respond to changing food, nutrition, and health care needs of individuals, groups, and diverse communities.

Objectives:

1. Greater than 80% of graduates responding to alumni survey will agree or strongly agree that the Coordinated Program prepared them to incorporate current evidence (i.e. from published guidelines and research) into practice.
2. On exit survey, greater than 90% of graduates will agree or strongly agree that the Coordinated Program increased their cultural competence in working with individuals and groups in diverse communities.

3. On exit survey, greater than 90% of graduates will agree or strongly agree on that the Coordinated Program helped them to develop a deeper awareness of policy and advocacy as it impacts the nutrition and dietetics profession.
4. Greater than 80% of graduates responding to alumni survey will agree or strongly agree that knowledge and skills gained through the Coordinated Program have enabled them to have a positive impact on others.
5. Greater than 80% of graduates responding to alumni survey will agree or strongly agree that they were prepared for the current Commission on Dietetic Registration professional development portfolio process.
6. Greater than 80% of graduates on alumni survey will agree or strongly agree that they were overall satisfied with the Coordinated Program.

Master's Coordinated Program Student Learning Outcomes

Domains listed after each outcome refer to the current ACEND competency domains.
At the completion of this program, the student will be able to:

1. Utilize knowledge from foundational sciences as a basis for understanding the role of food and nutrients in health and disease. (Domain 1)
2. Integrate scientific information, research, and critical thinking into evidence-based practice. (Domain 1)
3. Demonstrate professionalism and ethical behavior in all areas of practice. (Domain 2)
4. Engage in advocacy on issues that affect public health and nutrition policy. (Domain 2 & 5)
5. Establish a basis for lifelong learning and interprofessional collaboration. (Domain 2 & 5)
6. Utilize the Nutrition Care Process to deliver state-of-the-art, safe and effective nutrition care. (Domain 3)
7. Provide culturally competent nutrition services for diverse individuals and communities using a variety of communication strategies. (Domains 2 & 5)
8. Facilitate health behavior change using nutrition counseling techniques with patients and clients. (Domain 3)
9. Apply basic principles of entrepreneurship to Dietetics practice. (Domain 4)
10. Implement strategies for food access, procurement, preparation, and safety that are relevant for the culture, age, literacy level, and socio-economic status of clients and groups. (Domain 4)
11. Perform food system management and leadership functions that consider sustainability in business, healthcare, community, and institutional arenas. (Domain 4)

Core Competencies for the RDN

Accreditation Council for Education in Nutrition and Dietetics (ACEND)
Accreditation Standards for Dietitian Nutritionist Education Programs
Effective June 1, 2022

Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice

Competencies
CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.
CRDN 1.2: Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.
CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.
CRDN 1.4: Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.
CRDN 1.5: Incorporate critical-thinking skills in overall practice.

Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

Competencies
CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.
CRDN 2.2: Demonstrate professional writing skills in preparing professional communications.
CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings.
CRDN 2.4: Function as a member of interprofessional teams.
CRDN 2.5: Work collaboratively with NDTRs and/or support personnel in other disciplines.
CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.7: Apply change management strategies to achieve desired outcomes.
CRDN 2.8: Demonstrate negotiation skills.
CRDN 2.9: Actively contribute to nutrition and dietetics professional and community organizations.
CRDN 2.10: Demonstrate professional attributes in all areas of practice.
CRDN 2.11: Show cultural humility in interactions with colleagues, staff, clients, patients and the public.
CRDN 2.12: Implement culturally sensitive strategies to address cultural biases and differences.
CRDN 2.13: Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

Domain 3: Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.

Competencies

CRDN 3.1: Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.
CRDN 3.2: Conduct nutrition focused physical exams.
CRDN 3.3: Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12, or iron supplementation).
CRDN 3.4: Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.
CRDN 3.5: Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
CRDN 3.6: Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
CRDN 3.7: Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
CRDN 3.8: Design, implement and evaluate presentations to a target audience.
CRDN 3.9: Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.10: Use effective education and counseling skills to facilitate behavior change.
CRDN 3.11: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.12: Deliver respectful, science-based answers to client questions concerning emerging trends.
CRDN 3.13: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.14: Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups, and individuals.

Domain 4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

Competencies

CRDN 4.1: Participate in management functions of human resources (such as training and scheduling).
CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
CRDN 4.3: Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
CRDN 4.4: Apply current information technologies to develop, manage and disseminate nutrition information and data.
CRDN 4.5: Analyze quality, financial and productivity data for use in planning.
CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRDN 4.9: Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
CRDN 4.10: Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

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

Competencies
CRDN 5.1: Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CRDN 5.4: Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
CRDN 5.5: Demonstrate the ability to resolve conflict.
CRDN 5.6: Promote team involvement and recognize the skills of each member.
CRDN 5.7: Mentor others.
CRDN 5.8: Identify and articulate the value of precepting.

MASTER'S COORDINATED PROGRAM
in Nutrition and Dietetics Practice
Policies and Procedures

PRE-ENTRANCE REQUIREMENTS

Student Health Requirements: Health screening measures are required for all students for their own and the public's safety. The requirements have been developed to maximize both student and client health safety. Progression through the MCP curriculum is conditional upon health requirements being met.

General University Health Requirements: Prior to admission to the University, students are expected to complete the Student health Services Health Questionnaire which is forwarded to Student Health Services, La Salle University.

Master's Coordinated Program Health and Screening Requirements: After being accepted into the Master's Coordinated Program (MCP) and before starting any practicum courses, the following compliance requirements must be completed. For all students entering the Master's Coordinated Program, all health and compliance data is to be reported through the policies and procedures as outlined by CastleBranch (http://portal.castlebranch.com/LA71). Instructions for setting up a CastleBranch account and completing these requirements will be given at the end of the spring semester before starting the program. All required documentation must be on file by the due date specified by the director in order for the student to be able to begin the program in August. Compliance requirements must span both years of the MCP.

The School of Nursing and Health Sciences (SONHS) has health requirements for students beginning practicum courses. These requirements are specified on the School of Nursing & Health Sciences Health History and Physical Examination Form, and include tuberculosis screening, titers for Hepatitis B, MMR (Measles, Mumps, and Rubella), and Varicella; a Tetanus/Diptheria/Pertussis (Tdap/Adacel) shot within 10 years, a COVID-19 shot(s) and booster, and an annual flu shot. All students must complete all requirements listed and all costs related to the health requirements are the responsibility of the student. Students must submit their exam to Castle Branch on the SONHS Physical Exam form.

Placement sites may have additional requirements that the student must meet before starting supervised practice at a specific organization.

Clinical health requirements include (*must be updated annually):

1. *Initial Tuberculosis testing must be an Interferon-Gamma Release Assay (IGRA) also known as the QuantiFERON® Gold Blood Test or 2-step PPD with 2 PPD tests done 1-3 weeks apart. Subsequent tuberculosis testing is a one-step PPD or QuantiFERON® Gold Blood Test repeated annually. It must span the entire academic year. If a student has a positive blood test or PPD reaction or has a history of a previous reaction, a negative chest x-ray within the past six months of the start of program is required. A follow-up annual CXR is not required but a TB screening form must be completed by the students' health care provider annually.

2. Hepatitis B Vaccine proof of 3-shot series AND a titer indicating adequate antibody development; if student has received the 3-shot vaccine series and the titer determines there is no antibody development, the student should receive a second 3-shot series and then a repeat titer. If the titer is negative a second time, no further vaccination is required. This student will be identified as a non-responder.
3. Titers for measles, mumps, rubella, and varicella. It is not sufficient to report having had any of these illnesses or vaccines as a child. Titers must indicate adequate protection. Equivocal results are considered negative and the student is required to get a booster for the MMR vaccine. For varicella, the student may show documentation of having received the 2 doses of the varicella vaccine OR a positive titer in the case of prior infection.
4. 10-panel drug screen (see detailed information under this heading)
5. A recent dose of the t-dap vaccine (ADACEL®) (TD vaccine/booster is not sufficient; the vaccine must contain pertussis vaccine.
6. Proof of meningitis vaccination or signed waiver
7. Proof of COVID-19 vaccination. This includes a series of one or two shots depending on type of vaccine and a booster shot within the appropriate time frame as recommended by the CDC.
8. *Flu vaccine for current flu season year (Vaccine typically is available in October). Health care agencies require proof of seasonal flu vaccine each year. Students who refuse this vaccine may not be able to attend clinical experiences unless approval is given by the health care agency. Students who refuse the flu vaccine must agree to all requirements of the agency or progression in clinical courses may be disrupted.
9. A physical examination.
10. *Proof of medical insurance yearly

Student COVID-19 Guidelines: It is the student's responsibility to review the latest updates to the University health and safety guidelines. Students can go to the Student Health Center webpage under the COVID-19 Guidance and Resources heading for current COVID-19 guidance. - https://www.lasalle.edu/student-health-center/covid-19-guidance-and-resources/

Your site may have additional guidelines for you to follow regarding COVID. Any student who does not comply with health guidelines or site requirements will be dismissed from the program.

Students are expected to review and sign the Exposure Policy for Nutrition Students which is located in Appendix B of this manual.

Student Health Insurance: While enrolled in the MCP, students are expected to maintain wellness by seeking professional care when needed. The Student Health Service of the University is available to each student. In addition, students are required to have health care insurance and should have a primary care provider (i.e., physician and/or other appropriate health professional). **A current copy of health insurance policy or card must be on file with Castle Branch.**

*The following requirements with an asterisk must be renewed annually.

***CPR for Healthcare Providers:** You must obtain a Cardiopulmonary Resuscitation (CPR) Card by the American Heart Association (AHA) every 2 years (must be from AHA). Complete the Basic Life Support (BLS) for healthcare providers. Either an in-person or blended learning course. A blended learning course is a combination of e-learning (Heart code BLS online) followed by hands-on skill verification by an AHA BLS Instructor.

Please enter your CPR Certification Date on the Form in Castle Branch and upload a copy of the front and back of your card. CPR certification must be current throughout the program.

Urine Drug Screening: Castle Branch will enter the test date in the System. Castle Branch will email you a registration ID within 1-2 Business Days after you place your order on the https://portal.castlebranch.com/LA71 website. You will also receive the location closest to your address in that email. You must complete the drug test within 30 days of receiving the email or your registration ID will expire.

No student will be eligible to attend clinical experiences if the urine drug screen is positive. A "negative diluted" result cannot be accepted. Students can repeat the urine drug screen at their expense but the results must be negative prior to the first clinical day. Repeat urine drug screens may be required according to individual site policy during the program.

***PA Child Abuse History Clearance**: Yearly - Once you order your package at https://portal.castlebranch.com/LA71 you will be directed to http://www.compass.state.pa.us/cwis to obtain your Child Abuse Clearance. Upload a copy of this certificate to your Castle Branch account.

FBI Fingerprinting: Once upon entry to the Program – Castle Branch will enter the test date in the System. Once you place your order on https://portal.castlebranch.com/LA71, Castle Branch will register you for electronic fingerprinting and send you a Registration ID via email within 1-3 Business Days. Once you complete your fingerprinting using the instructions on the site and in your email, the DPW will process your prints within 2-3 weeks. You will receive your results on a form with the Pennsylvania state seal on top of the certificate in the mail. Upload a copy of this certificate to your Castle Branch account.

***Criminal Background Check Clearance**: Yearly – Castle Branch will enter the test date in the System. Once you place your order at https://portal.castlebranch.com/LA71 Castle Branch will process your criminal background check within 1-3 Business Days (in most cases). The Nationwide Healthcare Fraud and Abuse report (NW-HCFA) which satisfies the recommendations set for by the Office of Inspector General (OIG) and Centers for Medicare and Medicaid Services (CMS) will populate on your background check report. When the results are complete, Castle Branch will apply those results to your account.

Any student with evidence of a felony conviction on their state or federal criminal conviction record check, and/or any student without a cleared child abuse record, will not be permitted to enter or to remain in the Coordinated Program. Individual agencies and licensure boards may have additional specific requirements pertaining to background check results. Therefore, the presence of a conviction of any sort on a student's record, including a misdemeanor, could prevent the student from being admitted to the program, completing practicums, progressing through the program, or ultimately becoming licensed and/or employed as a Registered Dietitian. It is the student's responsibility to deal with any positive criminal conviction record or child abuse check that is returned. **Yearly submission of criminal conviction record and child abuse clearances are required and should span the entire Master's Coordinated Program.**

Professional Liability Insurance Policy Requirements:* Students need to be covered by professional liability insurance while enrolled in practicum courses which is available from www.proliability.com. Students must pay the required fee for student dietitian insurance at the level of $2,000,000 per incident and $5,000,000 per aggregate and supply a Memorandum of Insurance before attending practicum placements.

***The Academy of Nutrition and Dietetics Student Membership**: Students in the Coordinated Program are required to maintain a student membership in the Academy of Nutrition and Dietetics, and to provide a membership card with student member number. Membership carries numerous benefits including access to The Academy's Evidence Analysis Library (EAL) and discounted rate for the eNCPT, a recommended course resource. Go to www.eatright.org to join. Cost is approximately $60.00.

Checklist of Requirements for First-year Students in the Master's Coordinated Program

_____ Register with CastleBranch (separate instructions provided)

_____School of Nursing and Health Sciences Health History and Physical Exam form signed by your provider

_____School of Nursing and Health Sciences forms to be signed and dated

- Confidentiality Policy
- Exposure Policy for Nutrition Students

_____ Tuberculosis test

- IGRA or 2-step PPD (2 PPD tests 1-3 weeks apart), or documentation of previous 2-step and annual thereafter.
- Chest x-ray ***if*** required

_____ Titers for:

- Mumps, Measles, and Rubella (MMR)
- Varicella (chicken pox)
- Hepatitis B
- AND proof of vaccination if the titer is negative or equivocal

_____ Tetanus, Diphtheria, and Pertussis (TDaP) vaccination

_____ Proof of health insurance

_____ Proof of professional liability insurance – 2,000,000 per incident and 5,000,000 aggregate

_____ Criminal Background check (including OIG) through CastleBranch

_____ PA State Child Abuse History Clearance

_____ FBI Background check (fingerprinting)

_____ Urine drug screening

_____ CPR card – American Heart Association for Healthcare Providers (Basic Life Support)

_____ Student membership in the Academy of Nutrition and Dietetics

_____ Proof of COVID-19 vaccination

_____ Flu shot for current flu season year when vaccine is available

_____ Receipt of Handbook Verification form

PRACTICUM POLICIES

Prior Learning

The MCP may grant supervised practice hours for prior experience in a professional setting. In order to have prior experience evaluated, the student must request an evaluation in writing prior to the start of the program. The student will document the activities, dates, locations (setting), hours, and ACEND competencies addressed for activities to be evaluated. A portfolio must be submitted with materials supporting the request, such as projects, presentations, job descriptions, performance appraisals, letters of recommendation describing the activities, or other relevant evidence. A letter from an employment or volunteer supervisor verifying the experiences and hours must accompany the request. All requests will be evaluated by the faculty or program director. Up to 150 hours of work that is consistent with the responsibilities of a Registered Dietitian and ACEND competencies will be considered for credit. Students must still fulfill course requirements and assignments even if a portion of supervised practice hours are waived. Tuition and fees will remain unchanged.

Pre-Experience Preparation

Coursework may be assigned during the summer before the MCP that is mandatory to prepare for the program. Students are expected to check their La Salle email at least weekly during the summer prior to starting the program for any announcements.

Orientation

Many practicum sites, especially hospitals and long term care facilities, require that students complete paperwork and attend orientation prior to the start of their supervised practice. Students may be required to attend this orientation prior to the start of the academic semester. Students will be notified by the Program Director a minimum of 1 week before the orientation date if they are required to attend an early orientation. Students who fail to complete an organization's orientation requirements are not guaranteed an alternate placement.

Attendance

Attendance is mandatory for all classroom and practicum experiences according to the syllabus requirements of each practicum class and the requirements of the practicum sites. Practicum hours span the entire semester, including final exam weeks. The Program follows the University calendar. Vacation days other than University holidays are **not** allowed during the semester. Practicum days cannot be missed for athletics or employment. One personal day has been built into the yearly schedule that may be applied during only one of the semesters. The personal day must be approved in advance by the director and course instructor.

Practicum and Class Absences
All absences, for sickness or emergencies, must be reported to 1, the Director of the MCP Program; 2, the preceptor, and 3, the course instructor **prior to the practicum experience**. Contact should be made by phone with a backup message sent via email.

If a student is experiencing COVID-19 related symptoms, the student must contact the **director, professor, and preceptor** before heading to class or site placements. Some sites may want students to test before going in to prevent the spread of infection. Students **MUST** follow the guidelines for both La Salle and their site. For further questions regarding individual site policies, email the director and/or site preceptor. For more information regarding La Salle's guidelines visit the La Salle COVID-19 information page (https://www.lasalle.edu/student-health-center/covid-19-guidance-and-resources/).

There is additional information for students listed on the Student Health Center webpage under the chronic conditions heading. - https://www.lasalle.edu/student-life/student-health-center/chronic-illness/

If a student needs time off for an extenuating circumstance, it must be approved in advance by the Director of the Program and the course instructor. The director maintains the right to approve or deny any requested absence. Only approved absences can be made up at the discretion of the preceptor and course instructor. The maximum time allowed for any excused absence is five days. Any absence longer than five days total will require that the student petition to re-take the practicum course. Unexcused absences will result in disciplinary action.

Students are expected to be prepared for all practicum experiences and classes. All homework assignments must be completed prior to class. At the practicum sites, students must have with them: calculators, pens and pencils, hospital/community organization-issued ID badge, La Salle student ID, lab coat for clinical experiences, required clinical reference materials, and any additional materials required by the practicum site.

Time Sheets
Students are expected to record their hours weekly and have their preceptor sign their attendance sheets and/or agree to completed hours on the final evaluation form. Falsification of time sheets will result in disciplinary action.

Makeup Time
If time is missed due to weather emergencies or preceptor's scheduling needs, alternate experiences must be arranged. Working from home is not allowed unless approved by the director.

Educational Purpose of Supervised Practice
The purpose of supervised practice is to provide learning experiences aimed at meeting professional competencies under the guidance of preceptors and other professional staff. Students are not to be used as free labor to replace employees. However, students can be expected to perform a variety of duties in order to meet the needs of the facility on a particular day as would be expected of a preceptor or professional staff member.

Practicum Sites
Site placements are made based on availability and learning needs. Every attempt will be made to place students at sites within a one-hour radius of La Salle or the student's permanent address. Requests for specific placements cannot be honored.

Practicum Schedules
Students are scheduled for attendance at sites on specific days of the week. Availability of specific experiences may necessitate occasional changes to that schedule either by the course instructor, preceptor, or director. Circumstances beyond the control of the instructor, preceptor, or director may necessitate flexibility on the part of the student in regard to site or schedule changes. Students may not change assigned schedules without the approval of the director, course instructor, and preceptor. Discuss any changes with the director first. Failure to obtain permission can result in disciplinary action.

Hours
Students are expected to attend their practicum sites for an 8-hour day during the same hours that their preceptors work. This will generally fall between the hours of 7:00 am and 6:00 pm Monday through Friday, depending on the preceptor's schedule. Some required activities may be scheduled in the evenings and occasionally on weekends such as professional meetings, health fairs, and campus events.

Additional time above and beyond the site's normal work day may be required at times as would be expected of a professional salaried employee. Students must maintain a log of their hours which must be approved by their preceptor after the hours are worked. Increments of time less than 30 minutes should not be counted. Routinely accruing extra hours by staying late or working through lunch is not permitted. Students may not be late for practicum experiences. Repeated lateness will result in an unexcused absence.

Additional Professional Experiences
During the MCP, additional experiences will be required outside of class and practicum hours including but not limited to attendance at professional meetings, health fairs, campus activities, and other events deemed appropriate by the Master's Coordinated Program director.

Students are required to attend professional meetings scheduled by the Master's Coordinated Program director or course faculty. These meetings may be conducted outside of usual practicum hours. Registration fees will be paid by the student. A student may request attendance at a professional meeting or conference that is not formally part of the program by submitting that request to the MCP Director. Permission to attend the conference is up the discretion of the course instructor and MCP Director.

Costs associated with professional meetings and additional experiences are estimated to be up to approximately $250.00 - $500.00 for the year and are the responsibility of the student.

Communication and Professional Behavior
All communication related to the program is expected to be conducted in a clear and professional manner. Please address your preceptors, peers, and professors using a proper salutation. Please avoid sending text messages except in the case of emergencies or urgent matters.

Students must use La Salle email for program and course-related communication. Students are expected to check their La Salle email at least weekly over the summer before the practicum starts and during breaks, and daily during each semester.

> ***HIPAA protected information is NEVER to be sent discussed in public, sent via text or email, or shared through social media.***

Students are expected to act and communicate in a professional, respectful manner both with La Salle faculty and staff and at their sites. Please keep in mind that preceptors train students on a volunteer basis. The Coordinated Program Director reserves the right to remove students from practicum placements due to unprofessional behavior or incivility, and/or at the request of the site. For more information about HIPAA please refer to the Federal Health and Human Services website: https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html

Confidentiality
Students are required to sign the Confidentiality Statement included in Appendix A of this manual. The signed form will be filed in the Program's student file and a copy will be provided to the student. Violations of this policy are grounds for disciplinary action and can result in dismissal from the program.

Cell phones and electronic devices
Students may use cell phones or other electronic devices at their sites to access the internet or utilize professional applications when it is necessary to complete their work for that site. Students must obtain prior permission from their preceptor and only use the device in designated areas. Students are not to enter any personal data about patients into any personal electronic device. Pictures are not permitted to be taken. Personal electronic devices/phones are not to be taken into any patient room that is designated as requiring "isolation" precautions of any type.

The use of cell phones or other electronic devices for personal use in the classroom or practicum setting is prohibited except during breaks or lunch.

Social Media
Students will not share any information about patients or clients they work with at their practicum locations on any form of social media including Facebook, X (formerly Twitter), Instagram, Snapchat, etc. even if patient identifiers have been removed. Students are not to use the name of La Salle University or their practicum sites or make any reference to any La Salle teacher, practicum preceptor, patient, or student experience on social media unless it has been approved by the Director. Students must refrain from making remarks that could be considered libelous or defamatory. Students must follow all

social medial policy requirements of practicum sites. Students will not “friend” or otherwise connect with any patients or clients encountered through the program.

Policy on Standard Precautions

The School of Nursing and Health Sciences is concerned about the safety of the faculty, students, and the client population in practicum settings. Based on the mandatory Center for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) guidelines, the School of Nursing adopts the policy that both students and faculty will observe blood, body fluid, secretion and excretion precautions when working with all clients in all settings (clinical, community, and food service). Education and post-test on standard precautions will be completed by Master’s Coordinated Program students during orientation. See the Exposure Policy in Appendix B.

Illness or Injury in Supervised Practice Sites

In the event of an illness or injury in the supervised practice site, the student will inform his or her preceptor or immediate supervisor immediately and follow the policies and procedures of the site. The student should seek emergency medical care or make an appointment with their personal physician’s office for follow up. The student must report the incident to the Program Director and provide a signed note from the student’s healthcare provider specifying that the student has permission to return to classroom and practicum experiences. Costs related to medical care are the responsibility of the student.

Substance Abuse Policy

Students at non-La Salle operated practicum settings are regulated by the specific facility’s policies. The La Salle University Students Guide to Resources, Rights, and Responsibilities, regulates conduct at La Salle locations.

Dress Code

A professional appearance should be maintained during all practicum experiences. Your appearance should not distract others from your professional expertise or give a negative impression of the program. All students must wear professional clothes, shoes, hairstyles, jewelry, and makeup during practicum experiences. Jeans, sweat pants, leggings, yoga pants, shorts, miniskirts, tank tops, crop tops, low cut shirts, and sheer garments are not allowed. Shoes should be conservative and closed-toed, with less than 2 ½ inch heel height. Additionally, some practicum sites may require that hosiery such as socks or panty hose be worn, and may require closed back shoes (no “sling backs,” “mules,” clogs, or Crocs®). If boots are worn, they should not extend above the knee. Scrubs may not be worn, unless specified by your preceptor. Clothes and lab coats must be clean and pressed. Hospital/community organization-issued ID badges must be worn according to the site’s local policy. Students must carry their La Salle University identification cards at all times.

Long hair should be pulled back. Short hair should be groomed. Facial hair should be neatly trimmed. Fingernails must be short and well-kept; artificial nails are not allowed due to infection risk. Jewelry should be professional. Visible piercings, other than single earrings, are not allowed (one in each ear). Visible tattoos are not allowed.

White lab coats must be worn in hospitals and other clinical sites, unless sites follow another policy. Students must purchase their own lab coats unless provided by the clinical site. Cost for lab coats is approximately $50.00.

Food service management practicums may have additional dress/uniform requirements in order to meet Health Department regulations. Hair nets, beard nets, aprons, non-skid shoes, gloves, may be required. Nail polish and artificial nails are not permitted in food preparation areas. Large earrings and dangling necklaces may not be worn in food preparation areas. Ask your preceptor to provide you with dress code requirements.

Transportation to Practicum Sites

Students are responsible to provide their own transportation to and from all practicum sites. Students are solely responsible for any and all risks related to transportation to and from practicum sites, and by participating in a practicum every student agrees that the University will bear no liability for any claims, losses, or injuries that may occur during or as a result of such transportation. Access to a car is a necessity as all practicum sites are not accessible by public transportation. All transportation costs and parking fees are the responsibility of the student. Costs for transportation and parking will vary considerably depending on the site assigned. Requests for specific sites based on location cannot be honored.

Protection of Student Information

La Salle University is dedicated to protecting the privacy and confidentiality of student information, including any data used to identify students in distance learning environments. In compliance with applicable privacy laws, such as FERPA (Family Educational Rights and Privacy Act), all student information, whether physical or electronic, will be safeguarded.

Student files are securely stored in locations with restricted access, and any electronic records, such as those in DegreeWorks, require authentication to ensure only authorized individuals can access them. Additionally, students' personal information will not be shared without their consent, except as required by law or university policy. For more information, please refer to the protection of privacy noted in student rights on La Salle website: https://www.lasalle.edu/student-guide/#ftoc-family-educational-rights-and-privacy-act-ferpa

Inclement Weather

All courses at the University remain in session unless announced otherwise by the university. (See website and phone numbers below.) If classes are in session, students are expected to be present for practicum assignments. For safety reasons, faculty and students can make individual decisions about attending practicum experiences during severe weather conditions.

Any absence based on inclement weather must be reported to the course instructor, MCP Director, and preceptor via phone BEFORE usual reporting time. Any student not following this policy will be considered unexcused.

To check for school closure,

- Go to: http://philadelphia.cbslocal.com/ or listen to KYW 1060 AM
- Check your email or phone for a text message from the Rave Alert Emergency Notification System

La Salle University uses the Rave Alert emergency notification system to communicate with the University community in case of emergency. For more information go to: https://www.lasalle.edu/public-safety/emergency-alert-system/

Additional Costs Associated with the MCP

In addition to tuition, out of pocket expenses required for the Coordinated Program as outlined in this manual are estimated total approximately $1,500 - $2000 including but not exclusive to clearances, conferences, transportation, parking, meals, and RDN exam review resources.

ACADEMIC POLICIES

Assessment of Learning and Performance Evaluation

Students will receive regular feedback via graded course assignments throughout the semester and mid and end-of semester evaluations given by preceptors. Students are expected to be able to complete available practicum assignments independently with guidance from preceptors when needed. Students who are unable to fulfill all required competencies or who require repeated corrections on similar tasks will be given an action plan for performance improvement.

Overall course grades are assigned at the end of each semester. Students must complete each course in the Master's Coordinated Program with a B or better in order to continue in the program (this includes nutrition and non-nutrition courses in the fourth and fifth years). See Appendix B for the MCP Model Roster of Classes. If a student is in danger of not earning a B based on graded assignments or site performance, the course instructor and/or director will notify the student in writing and schedule a meeting to determine steps for improvement. This may include additional assignments to demonstrate competency, specific behavioral goals in the sites, and/or formal probation.

If a CRDN is not passed, the course instructor will notify the student. The student will then have the opportunity for remediation during the same semester. Remediation may involve additional work and/or testing. The course instructor will evaluate the remediation with one of two outcomes:

- **Pass**: The student has demonstrated achievement of the CRDN and earned a grade of 80% or higher.
- **Fail**: The student did not demonstrate achievement of the CRDN and earned a grade below 80%.

The maximum grade achievable for any remediation assignment or test, which will contribute to the final course grade, is 80%.

If a student is absent from a class session that addresses a CRDN (e.g., in-class activity, guest speaker, etc.) and fails to communicate in advance with proper documentation appropriately, the student will receive a score of "0" for that assignment. In such cases, remediation will be required to achieve the CRDN necessary for receiving a Verification Statement.

If a student does not pass the CRDN assignment or test, even after remediation, the course instructor will notify the MCP Director. A Verification Statement will not be issued unless the student submits appropriate evidence and rationale, in writing, to the MCP Director demonstrating achievement of the CRDN. This evidence may take the form of a non-course assignment or activity accompanied by a written rationale. The MCP Director will review, grade, and initialize the submission. Both the course instructor and the MCP Director must approve this assignment in advance.

Ultimately, the MCP Director will determine whether the student has demonstrated achievement of the CRDN and whether a Verification Statement will be awarded.

Academic Integrity Policy
Cheating, plagiarism, and other forms of academic dishonesty will not be tolerated. All work submitted by a student must be the student's own work. Summarizing or directly quoting other people's ideas must be appropriately acknowledged (in AMA style). The first instance of academic dishonesty may result in a grade of "0" on the relevant assignment. Further instances may result in a grade of "F" for the course.

It is the responsibility of the student to understand plagiarism and comply with University policies and procedures. Students are referred to the following site for resources about plagiarism: http://www.lasalle.edu/library/plagiarismandcopyright/

It is expected that all work submitted by a student represents his/her own efforts. If the work involves an assigned group project, it is inferred that the work is that of the total group. It is the responsibility of the group members to ensure that all group members contribute equally to the project. Faculty assistance in conflict resolution should be requested if students cannot resolve group issues on their own.

Cheating refers to any academic dishonesty on examinations, written papers, and assigned projects and is defined by deliberate, deceitful intention to obtain or give information. The person(s) deliberately giving the information and the person(s) deliberately receiving the information are "cheating. Faculty may assign a grade of "0" for work found to be associated with cheating.

In addition to the potential impact on grades, academic dishonesty can result in a student being placed on probation or dismissed from the program.

Use of Artificial Intelligence tools: Students are encouraged to learn about emerging AI tools and to make use of them to facilitate work. To make this use transparent students are expected to include prompts, a description of how the output is used, and an acknowledgement of the support of AI when submitting work. Refer questions about academic integrity and the use of AI to the director and/or professor.

Probation Procedures
Infractions of any of the policies in this manual, or deficiencies in academic or practice areas, can result in the student being placed on probation or dismissed from the program.

Students must satisfactorily complete both the theoretical and practice components of practicum courses per course syllabi in order to receive a passing grade (B or better) for the course. A student should earn an overall rating of "present" for skills on the site evaluation by the end of the practicum course. Students who are not performing satisfactorily in the classroom or practice component of their courses may be placed on probation.

Any student being placed on probation will be notified verbally and in writing regarding specific student behavior that has resulted in probation. The course faculty will notify the Director. Faculty and/or Director will meet with the student to develop an action plan with

specific steps to be taken and target dates to improve performance using the Notification of Probationary Status form in Appendix C. If sufficient improvement has not been noted by the agreed upon target date, or if repeated policy violations occur, the student will not be allowed to complete the practicum course(s) and may be dismissed from the Master's Coordinated Program.

Progression Requirements for the Master's Coordinated Program
Students must complete each practicum with a grade of B or better in all practicum courses to progress to subsequent courses in the program. A grade of B- is not sufficient to progress to the next course.

Students must maintain a GPA of > or = 3.2 to remain in the program.

All degree and non-degree students (post-baccalaureate) admitted to the Master's Coordinated Program must complete courses in the following sequence in two years:

a. Practicum in Community Nutrition I (fall semester) and II (spring semester)
b. Practicum in Food Service Management (summer semester)
c. Practicum in Clinical Nutrition I (fall semester) and II (spring semester)

Students who withdraw from a course or fail to earn a B or better can petition to be allowed to repeat a practicum course once after an academic failure (B- or lower). Since courses are offered sequentially, this will result in a delay in program completion. If the repeat grade does not meet passing standards (B or better), the student will not complete the Master's Coordinated Program or receive a verification statement for the MCP. *Please note students must earn a B or better in all courses required in the Master's Coordinated Program (not just the practicum courses).

Request for repeating a Practicum course in the Master's Coordinated Program
A student who is fails to earn a B or better in a MCP course and who believes that significant extenuating circumstances have contributed to the lack of academic and/or practice-based success may make an appeal to the Master's Coordinated Program Director to repeat a course and be allowed to progress in the program after successful completion of the course. Students should make a written request by first contacting the Director of the Master's Coordinated Program for a review of the policy and the process. The Master's Coordinated Program Curriculum Committee will review the request and make a final decision regarding a course repeat. Repeating a course is possible only once during the MCP for a student who has not earned a B or better in that course. Following a course repeat, a failure (B- or lower) in any subsequent course will lead to dismissal from the program (even if it is in the last semester of the program). The student must have an overall GPA of at least a 3.2 to be eligible. The opportunity to repeat a course is not guaranteed upon request; it is only to be approved in the case of significant life event(s) for which the student did not have control over during the academic semester in which he/she failed a course or failed to meet the benchmarks.

Appeal Process for Repeating a MCP course.

1. The student must submit the appeal within 30 days of written notification of course failure (B- or lower).

2. The hard copy formal letter of appeal should be addressed to the Director of the Master's Coordinated Program of the School of Nursing and Health Sciences.
3. The letter should include:
    a. A statement requesting consideration to repeat a course.
    b. An explanation of the reason(s) the student thinks contributed to poor academic success.
    c. A plan of intention describing what the student will do differently if allowed to continue in the Coordinated Program.
    d. Supporting documents must be submitted (as appropriate).
4. Notification of the decision will be made in writing to the student.
5. Following notification of a decision for repeating a course, the student must meet with the Director to determine a plan for completing required remediation, repeating the failed course during the next semester that it is offered, and resuming the MCP course progression. The student must agree in writing to follow the prescribed plan in its entirety. If the student does not agree to any part of the plan, the offer to repeat the course will be rescinded.

Requirements for the Verification Statement, BS in Nutrition/Master's Coordinated Program in Dietetics:

1. To meet the requirements for the Master's Coordinated Program (MCP), students must complete a total of 151 credit hours, including 45 graduate-level credits as outlined in Appendix A. Upon meeting the University's DPD and MCP requirements as detailed in the La Salle University Catalog, students will be awarded a Bachelor of Science in Nutrition and a Master of Science in Nutrition and Dietetics Practice. A verification statement will be provided by the Director of the Master's Coordinated Program upon successful completion of all requirements. Students will also receive a verification statement from the DP Director upon completion of 127 credits in their fourth year of the program, earning a Bachelor of Science in Nutrition.
2. Students must also attain a B or better in all graduate courses to receive an MCP Verification Statement. If the student does not meet this grade requirement but meets graduate criteria, they can still be awarded a master's degree.

*More information about the requirements and process to become a registered dietitian nutritionist/dietitian/nutrition can be found in the DPD student handbook or at https://www.eatright.org/become-an-rdn and information to become a nutrition and dietetic technician, registered at https://www.eatright.org/become-an-ndtr

Mentor/Mentee Program

The Mentor/Mentee Program pairs first-year and second-year nutrition interns to foster professional growth and mentorship. The program will be introduced during orientation, where students will be paired and given the entire academic year to complete the assigned activities. These include reading the "Mentoring 101" article, conducting an interview, participating in a professional activity together, and submitting reflections and evaluations. Students will submit their assignments to Canvas in the designated course.

This program supports ACEND's competency CRDN 5.7, encouraging the development of mentoring skills.

Registered Dietitian Examination

Students are eligible to take the Registration Examination for Dietitians upon successful completion of the MCP program. The cost of the exam and related fees are the responsibility of the student.

Licensure

Forty-six states, including Pennsylvania, regulate the practice of dietetics through licensure. State licensure and state certification are entirely separate and distinct from registration or certification by the Commission on Dietetic Registration.

As of January 1, 2015, all persons applying for issuance of an initial license in Pennsylvania must complete 3 hours of Department of Human Services-approved training in child abuse recognition and reporting requirements in order to become licensed. Free online training is available at www.reportabusepa.pitt.edu

Once you successfully pass the CDR exam and complete your mandatory reporting training, you can apply for state licensure as a dietitian-nutritionist in Pennsylvania under the umbrella of the State Board of Nursing. Application is through the Pennsylvania Licensing system (PALS) and can be accessed online at https://www.pals.pa.gov Information on licensure and certification in other states is provided at https://www.cdrnet.org/LicensureMap.

Complaints

Complaints about course-related issues such as assignments or grades should be addressed first with the instructor. If the issue is not resolved, the student should make an appointment to speak with the program director, or department chair in the case where the program director is also the instructor. Complaints about preceptors, sites, or program requirements should be addressed with the program director. If the issue is not resolved, the student can request a meeting with the department chair using the complaint form available in Appendix C. After completion of these steps, if the student is unable to resolve the problem, the student may contact the Dean's office to submit their written complaint.

University policies and procedures, including those regarding student rights, grade appeals, academic integrity, and complaints regarding harassment and/or discrimination can be found in the Student Guide to Rights and Responsibilities.

Matters that relate to ACEND accreditation standards and policies that cannot be resolved at the program, school, or university level may be addressed with ACEND. Only signed complaints related to accreditation standards or policies can be forwarded to ACEND. More information, including how to submit a complaint for unresolved issues related to ACEND accreditation, can be found at https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint.

APPENDIX A

M.S. IN NUTRITION AND DIETETICS PRACTICE MAJOR COURSES

NUTR 510: Nutrition Communication (3 credits)
This course focuses on the development of effective written and oral communication skills for the nutrition professional. Students will learn how to tailor communication to a variety of audiences using a wide range of communication platforms. Special focus is placed on designing materials that are culturally and age appropriate, and meet the literacy level of the audience. Prerequisite(s): Formal admission to the Program or approval of Program director.

NUTR 512: Advanced Nutrition and Metabolism (3 credits)
This course will include application of basic sciences to the science of Nutrition, with emphasis on macronutrients and micronutrients in health and disease. Students will apply in-depth knowledge of the digestion, absorption, and metabolism of nutrients in clinical scenarios. Prerequisite(s): Formal admission to the Program or approval of Program director.

NUTR 514: Cases in Clinical Nutrition (3 credits)
This course provides an application of the Nutrition Care Process to a variety of disease states. Students will gain experience with assessment, diagnosis, intervention, monitoring, and evaluation of nutrition problems using a case based and simulation approach. Students will gain competence in the application of medical terminology and standardized language for the Nutrition Care Process. Prerequisite(s): NUTR 512.

NUTR 601: Practicum in Community Nutrition I (6 credits)
This graduate course provides students with academic and experiential applications of nutritional principles to populations and communities, with an emphasis on health promotion and disease prevention. Students will assess the health and nutritional needs of individuals and groups in community settings. They will expand critical thinking skills beyond the practice setting and apply their knowledge to broader policy initiatives impacting the nutritional health of our population. Under the supervision of a Registered Dietitian, students will participate in nutrition counseling and educational programs in their field placements with local community nutrition organizations. Coursework may include lecture, group discussion, journaling, simulation, assigned readings, research papers, project work, and practical field experiences. The course consists of two hours of lecture, and eight to twelve hours of practicum. Prerequisite (s): Formal admission to the Program.

NUTR 602: Practicum in Community Nutrition II (6 credits)
This graduate course provides students with academic and experiential applications of nutritional principles to populations and communities, with a continued emphasis on health promotion and disease prevention. Students will assess the health and nutritional needs of individuals and groups in community settings. They will continue to expand critical thinking skills beyond the practice setting and apply their knowledge to broader policy initiatives impacting the nutritional health of our population. Under the supervision

of a Registered Dietitian, students will participate in nutrition counseling and educational programs in their field placements with local community nutrition organizations. Coursework may include lecture, group discussion, presentations, journaling, simulation, assigned readings, project work, and practical field experiences. The course consists of two hours of lecture, and eight to twelve hours of practicum. Prerequisite (s): Formal admission to the Program; NUTR 601 with a B or above.

NUTR 605: Practicum in Foodservice Management (6 credits)
This graduate course provides practical experience in quantity food planning, preparation, and management in hospitals, nursing homes, school food service, and commercial cafeterias. Students will participate in the daily operations and management functions of food service systems, including sanitation, food safety, equipment selection and operation, food purchasing, receiving and storage, personnel and fiscal management, and quality control. The course will consist of lecture, assigned readings, group discussion, journaling, and project management with an average of 3--4 hours per week of classroom experiences and up to 32 hours per week of practicum for 10 weeks. Prerequisite(s): Formal admission to the Program and NUTR 601 and 602 with grade B or above.

NUTR 608: Practicum in Medical Nutrition Therapy I (6 credits)
This graduate course covers the application of nutrition knowledge and the Nutrition Care Process in the solution of problems related to disease. Under the supervision of a Registered Dietitian, students assess nutritional status (including medical record review, Nutrition Focused Physical Exams, patient and family interviews, and input from other team members), identify nutritional needs, formulate nutrition diagnoses, and develop care plans for individuals in acute, ambulatory, and/or long-term care settings. Emphasis is placed on the development of assessment, diagnosis, intervention, and monitoring/evaluation skills, culminating in students' ability to assume nutritional care responsibilities for adults with medical needs (e.g. cardiovascular, metabolic syndrome, neurologic, nutrition support, metabolic stress, and malnutrition). The course consists of assigned readings, discussions, problem-based learning, simulations, and practical experiences in hospitals, medical centers, and/or long-term care facilities. It consists of two hours of lecture, 24 hours per week of practicum. Prerequisite(s): Formal admission to the Program.

NUTR 609: Practicum in Medical Nutrition Therapy II (6 credits)
This graduate course covers the application of nutrition knowledge in the solution of problems related to disease. Under the supervision of a Registered Dietitian, students utilize the Nutrition Care Process in the care of assigned patients in acute, ambulatory, and/or long-term care settings. Continued emphasis is placed on the development of assessment, diagnosis, intervention, and monitoring/evaluation skills, culminating in students' ability to assume nutritional care responsibilities for adults and children with medical needs (e.g. inborn errors of metabolism, eating disorders, gastrointestinal, endocrine, hepatic, pancreatic, oncology, obesity, integrative and functional nutrition). The course consists of assigned readings, discussions, problem-based learning, simulations, and practical experiences in hospitals, medical centers, and/or long-term care facilities. Two hours of lecture, 24 hours of practicum. Prerequisite(s): Formal admission to the Program; NUTR 608 with a grade of B or above.

NUTR 612: Seminar in Dietetics Practice (3 credits)
This graduate capstone course is a culminating experience for students that includes reflection and self- assessment on ACEND competencies along with review and assimilation of knowledge, attitudes, and skills gained throughout their graduate experience. The course will provide a final experience in which students demonstrate critical thinking and mastery of graduate study content through analysis of essential professional practice domains and literature. This capstone course serves as a bridge from graduate student to competent, entry-level professional in all areas of the field of dietetics. Prerequisite(s): Formal admission to the Program; NUTR 510, 512, 514, 601, 602, and 605, 608 with grade of B or above.

PHLT 635: Health Policy (3 credits)
This course provides an introduction to health policy, program planning, and evaluation in the public health context and allows students to strengthen and develop their skills in policy formulation and implementation. The social, economic, legal, regulatory, ethical, and political environments that influence healthcare and public health policy are explored. Specific policy areas explored in this course include: The Affordable Care Act; Health Insurance, HMOs, and Managed Care; Medicare; Medicaid; Children's Health Insurance Program; Development, Implementation, and Evaluation of Health Policy; and Health Policy and Leadership. Students also acquire familiarity with strategies for health planning, evaluation, and healthcare funding. Prerequisite(s): Approval of Public Health Department Chair.

APPENDIX B

Model Roster – 5-year BS to MS CP **Master of Science in Nutrition and Dietetics Practice**

Freshman Year

Course	**Course**
ENG 110 College Writing I	PSY155 Introduction to Psychology
NUTR 165 Principles of Nutrition	CHM161 Chemistry for the Life Sciences
BIO 161 Anatomy and Physiology I	BIO162 Anatomy and Physiology II
CSC 154 Health Informatics	COM 150 Presentation Skills
Religion 100	FYS course *
Credits 16	Credits 17

Sophomore Year

CHM262 Organic Chemistry for Life Sci	CHM 263 Biochemistry for Life Sci
NUTR 200 Life Cycle Nutrition	NUTR 300 Community Nutrition
NUTR 230 Food Science	NUTR 340 Professional Practice in Nutrition
ENG 210 College Writing II	BIO 163 Clinical Microbiology
POL 151 Principles of American Government	Choose course within ILO 9,10, or 11
Credits 16	Credits 16

Junior Year

NUTR 310 Management in Nutrition and Dietetics	NUTR 320 Quantity Food Prep/Management
NUTR 341 Medical Nutrition Therapy I	NUTR 342 Medical Nutrition Therapy II
NUTR 420 Nutrition Ed and Counseling	HSC 217 Statistics for Health Science
NUTR 441 Food and Culture	Choose course within ILO 9,10, or 11
ILO 9,10, or 11	NUTR 450 Sustainable Food Systems/Food Justice
Credits 16	Credits 16

Fourth Year (graduate portion of MCP begins)

NUTR 601 Practicum in Community Nutrition I	NUTR 602 Practicum in Community Nutrition II
PHLT 408 Research Methods	NUTR 440 Capstone in Nutrition
PHLT 489 Race, Ethnicity, and Public Health	PHLT 635 Health Policy
NUTR 512 Advanced Nutrition and Metabolism	NUTR 514 Cases in Clinical Nutrition
Credits 15	Credits 15 (total 127 for BS)

Summer

NUTR 605 Practicum in Foodservice Management - Credits 6

Fifth Year

NUTR 608 Practicum in Medical Nutrition Therapy I	NUTR 609 Practicum in Medical Nutrition Therapy II
NUTR 510 Nutrition Communication	NUTR 612 Seminar in Dietetics Practice
Credits 9	Credits 9 (total 151 for BS and MS)

APPENDIX C

Master's Coordinated Program

La Salle University
School of Nursing and Health Sciences

CONFIDENTIALITY POLICY

Faculty members and students are required to sign a Confidentiality Statement. Students will be required to sign additional confidentiality forms for affiliating agencies. The signed form is filed in each faculty member's or student's file in the School.

Faculty members and students are required to obtain information about the client from the client, the client's chart, the client's health care providers, and specific computer records prior to and during the clinical experience. Students may print only that information that is needed and must immediately black out the client's name from the print out. This information is shared with faculty members and other students in the course for educational purposes as well as those persons involved in the client's care. The above-mentioned are the only persons privileged to this information. The faculty believes that maintaining client confidentiality is an essential part of the professional dietitian's role. Therefore, violation of this policy by any Coordinated Program student is grounds for disciplinary action.

The faculty member and student are obligated at all times to comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time including applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Standards of the Joint Commission on Accreditation of Healthcare Organizations, administrative and medical record policies, and guidelines established and approved by clinical agencies. The faculty member or student agrees to hold the University harmless for all actions that may arise from the inappropriate use or release of confidential patient information.
In light of the above information, I understand that I will:

1. Not discuss any client or information pertaining to any client with anyone on the health care team who has no educational purpose or who is not involved in the care of the client.
2. Not leave information concerning the client (i.e., computer printouts, interview forms, etc.) in any place where it could be viewed by anyone not privileged to this information.
3. Not discuss any client or information pertaining to any client in any place, i.e., elevators, corridors, dorm rooms, home, where it may be overheard by anyone not privileged to this information.
4. Not print any portion of the computer record that is not authorized by the instructor.
5. Not take any computer printout from the unit without blacking out the client's name.
6. Not mention a client by name, only by code number, when writing course assignments.
7. Not mention any person as a client at the clinical agency or provide any information on the telephone except to those authorized to have that information.
8. Not mention a client by name to anyone in casual conversation including my family members or friends.
9. Adhere to HIPAA regulations.

Student Signature and Date: _____

Witness Signature and Date: _____
Note: Student signature denotes that the student has read and agrees to abide by the above statement.

APPENDIX D

La Salle University
School of Nursing and Health Sciences
EXPOSURE POLICY FOR NUTRITION STUDENTS

The La Salle University School of Nursing and Health Sciences acknowledges the inherent risks associated with working around or with blood and body fluids. Although, as a nutrition student, you have been taught and are expected to follow universal precautions, it is still possible to come into direct contact with blood and body fluids.

In order to ensure that you, as a student, and the clinical agencies where you perform your clinical practicums are protected in the event of exposure to infectious organisms, the following policy outlines your responsibilities in this area:

1.) You must have and maintain current health insurance and show verification of coverage each year while matriculated in the La Salle University School of Nursing and Health Sciences.
2.) La Salle University and the clinical agencies that provide practical experiences for our students are not responsible or liable for the costs of medical follow-up or expenses incurred.
3.) In the event that you are exposed to blood and body fluids, you will:

   a. Assume full responsibility for disease sequelae. Neither the School of Nursing and Health Sciences nor the clinical site is responsible for ensuring medical follow-up.
   b. Follow the policies of the clinical agency (if any) and assume responsibility for medical follow-up.
   c. Contact the School of Nursing and Health Sciences within 2 hours of exposure. You should contact the course instructor and MCP Director.
   d. Contact your primary care physician or nurse practitioner and undergo any necessary precautions, treatments, or tests.

Prior to the start of your clinical experience, you will be reminded by clinical faculty of the need to follow universal precautions in a reasonably prudent manner. In addition, you will be required to sign this statement acknowledging receipt of this Exposure Policy.

By my signature below, I acknowledge receipt of this Exposure Policy and my responsibilities under it as mandated by the La Salle University School of Nursing and Health Sciences and I am willing to comply with them as a student of La Salle University.

Student's Name (Please Print) _____

_____ _____
Student's Signature Date

_____ _____
Witness Signature Date

APPENDIX E

La Salle University School of Nursing and Health Sciences
Master's Coordinated Program

Notification of Probationary Status

Purposes: (1) to notify the student that he/she is in jeopardy of failing a practicum course and (2) to develop an action plan to assist the student in his/her efforts to satisfactorily meet the course objectives and abide by program policies.

Student's name:

Student number:

Course:

Faculty:

Date: Date for re-evaluation:

Problem identification: (Provide specific statements describing why the student is in jeopardy of failing; can list competencies or policies; if necessary, attached other documents for clarification)

Action Plan: (Provide specific steps that will be taken to assist student in meeting the course objectives and complying with policies; specify the date of re-evaluation in space provided above).

Signatures:

Student_____ Faculty:_____

APPENDIX F

Nutrition Programs Student Complaint Form

A complaint is an educational or personal issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her education. Students who have a complaint about their La Salle University experience should complete this form and submit it to the appropriate individual as directed in the program Student Handbook. *It is an express School of Nursing and Health Sciences policy that all students at all times have the right to lodge a complaint which they deem important without fear of retaliation of any sort or any other adverse consequence as a result of doing so.*

Student Name:_____ Student ID#_____

Email Address:_____ Preferred Telephone Contact: _____

Semester/Year: _____Current student: Yes_____ No_____

Name of individual and/or program against whom the complaint is filed: _____

Describe your complaint in detail, including date/s of occurrence if possible: (Attach additional sheets, if necessary, along with any documentation that will help describe and substantiate the complaint):

_____
_____
_____
_____

Students are encouraged to discuss their concerns and complaints through informal conferences with the appropriate instructor or program. Have you made an attempt to resolve this complaint in this way?
Yes_____ No_____

If yes, describe the outcome (Attach any additional comments, if necessary):

_____
_____
_____
_____

What outcome do you hope to achieve after talking to the appropriate University official(s)? (Attach additional sheets if necessary):

_____
_____
_____
_____

I understand that information contained on this Complaint form will be held confidential to the extent possible. Complaint information may be shared with University officials in order to conduct a thorough investigation. I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge.

Signature:_____Date:_____
Student

RECEIPT OF HANDBOOK VERIFCATION FORM

I have received and read a copy of the 2024-2025 La Salle University Master's Coordinated Program Student Handbook and understand all policies and procedures contained herein.

_____

Student's Signature

_____

Student's Name (Please Print)

_____

Date