



DIETETIC TECHNICIAN PROGRAM

STUDENT HANDBOOK
2016-2017



**DIETETIC TECHNICIAN
STUDENT HANDBOOK
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WELCOME

Congratulations on selecting the Dietetic Technician Program as your primary focus of education. We, along with the faculty, look forward to the opportunity to support your educational experiences while here at Owens Community College. It is our goal to facilitate you as you develop the necessary knowledge and skills you need to become a Dietetic Technician, Registered.

Your success will depend on your commitment to your profession. Achieving excellence in your chosen field will provide your clients and/or employees with confidence in you and the organization that you will represent. Your professionalism and attitude are of utmost importance.

Again, we welcome you and wish you all the best as you begin your quest to an exciting and rewarding profession. Look at the challenges you will be faced with as a growth process personally and professionally. If there is anything we may do to assist you, please do not hesitate to contact us. We have an "open door" policy.

Through instruction, guidance, interest, and hard work, we are confident that you will become a competent and ethical professional, skilled in the art and science of food and nutrition. We hope you will enjoy your educational experience!

Joann Gruner, MBA, RD, LD

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STUDENT HANDBOOK GUIDELINES

These program guidelines have been developed for your information and guidance. Through the use of this Handbook, you will be able to keep current with the procedures of the Department.

As a student enrolled in the Dietetic Technician Program, you are responsible for observing college rules and regulations as stated in the current **College Catalog**. In addition, you are responsible for those listed in this handbook, and it will be your responsibility to adhere to the policies and procedures set forth by your clinical sites where you are assigned.

The Department of Food, Nutrition & Hospitality reserves the right to change or amend this handbook whenever necessary.

Accreditation

The Dietetic Technician Program has been recognized since 1988 and is currently granted full accreditation through December 31, 2022 by:

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
800.877.1600, Ext 5400

Accreditation Council for Education in Nutrition and Dietetics

the accrediting agency for the

**eat
right.** Academy of Nutrition
and Dietetics

Affirmative Action/Non Discrimination

The continued success of our institution depends heavily on full and effective utilization and education of qualified individuals, regardless of sex, race, color, national origin or disability. It is the policy of the Board of Trustees that equal employment and equal admission opportunity shall be afforded all such qualified persons. Further, it is our policy to support and abide by all legal requirements assuring non-discrimination in employment and admission for all qualified persons without regard to sex, race, color, national origin or disability.

https://www.owens.edu/trustees/board_policies/11-4-17.pdf

DESCRIPTION OF THE PROGRAM

The Dietetic Technician Program prepares students for employment in the areas of nutrition care, food service management, community nutrition, wellness and business. The Program combines studies at the College with planned and guided experiences in patient/client care in health care facilities and agencies. Graduates of the program are eligible to take the Dietetic Technician Registration national examination administered by the Commission on Dietetic Registration (CDR).

ADMISSION TO PROGRAM

College Admission

Owens Community College's open admission policy offers both high school graduates as well as non-high school graduates an opportunity to enroll. After completing an admissions application, enrolling students complete COMPASS testing which evaluates reading, writing and math skills. Students are then placed in courses appropriate to their academic achievement and skill level. Refer to the Admission section of the College Catalog for more information.

Admission to the Dietetic Technician Program (DTTP) is offered during Spring Semester. To be accepted into the program, students must:

1. Apply to Owens Community College and complete the admissions process including placement testing.
2. Submit an application for the Dietetic Technician Program. Deadline for application is May 1st for the following Spring Semester enrollment. Applications can be submitted in the following ways:
 - a. Email application to Program Chair Joann Gruner at joann_gruner@owens.edu.
 - b. Mail the application to Joann Gruner at:
Owens Community College
Attn: Joann Gruner – Dietetic Technology
PO Box 10000
Toledo, OH 43699
 - c. Drop the application off in Heritage Hall, School of Business, Information and Public Service Main Office (HH 106).
3. Complete all Dietetic Technician prerequisite courses by the end of fall semester for spring enrollment (see Progression/Completion Requirements).
4. Earn a total grade point average (GPA) of 2.5 or higher at OCC or the school or college most recently attended (high school, technical program or other college).

Progression/Completion Requirements

Prior to full acceptance into the Dietetic Technician program, students must have successfully completed all developmental courses into which they have tested. Developmental courses include: MTH 091, MTH 096, ENG 091, ENG 096, ENG 097 and CHM 095.

Students testing at college level may move to the prerequisite (Level 1) courses. Prerequisite Level 1 courses include ENG 111, BIO 211, IST 100, FNH 105, FNH 121, and FNH 123. All courses must be completed with a grade of “C” or better.

Successful completion of Prerequisite (Level 1) courses will allow students to enroll in the Dietetic Technician Program courses beginning Spring Semester. Note that completion of FNH 105 includes passing a background check and health requirements for supervised practice (clinical) facilities. Courses follow a specific sequence (cohort) and must be taken together as indicated. Courses within the cohort are offered once per academic year.

Students wishing to go part-time or who have not successfully completed prerequisite courses by the end of Fall semester (earned grade of “C” or better), may continue in the Dietetic Technician Program taking general education and open enrollment FNH courses (FNH 112, FNH 135, FNH 270). Part-time enrollment or additional academic time in prerequisite courses will extend the length of study to three (or more) academic years. Students have a maximum of five years to complete the Dietetic Technician Program. The five year completion period begins with enrollment in FNH 102 and FNH 190. It is extremely important to meet with the Academic Advisor and Program Director to plan your course of study.

All Dietetic Technician students must earn a “C” or better in each program course and maintain a GPA of 2.5 or better. Students who do not earn these grades must participate in a mandatory review of their progress with the Program Chair and meet with their Academic Advisor to assess their potential and aptitude to meet program standards and Accreditation Council for Education in Nutrition and Dietetics (ACEND). Courses may be repeated one time to meet Dietetic Technician Program standards.

Prerequisite (Level 1) Program Courses

BIO 211	Anatomy and Physiology	Credits: 4 (Lec: 3 Lab: 3)
ENG 111	Composition I	Credits: 3 (Lec: 3)
FNH 105	Introduction to Dietetics Seminar	Credits: 1 (Seminar 1)
FNH 121	Basic Nutrition	Credits: 2 (Lec: 2)
FNH 123	Contemporary Nutrition	Credits: 1 (Lec: 1)
IST 100	Fundamentals of Computing	Credits: 1 (Lec: 1)

MISSION OF THE COLLEGE

We believe in serving our students and our communities.
Your success is our mission.

MISSION OF THE SCHOOL OF BUSINESS, INFORMATION AND PUBLIC SERVICE

The mission of the School of Business, Information and Public Service is to provide our students with a quality education that meets the needs of our community and area employers

MISSION OF THE DIETETIC TECHNICIAN PROGRAM

The mission of the Dietetic Technology Program is to prepare students for successful careers in food, nutrition and dietetic related fields while establishing the foundation for lifelong learning and service to the community.

PROGRAM GOAL AND OBJECTIVES

Goal 1: The Dietetic Technician Program will prepare graduates to be entry-level dietetic technicians, registered.

Objectives

- Over a five-year period, the first time pass rate for the dietetic technician registration exam will be at least 70%.
- Over a five-year period, 80% or more of employers will report that graduates are competently prepared as entry-level dietetic technicians.
- Over a five year period, 60% or more of graduates, who sought employment in dietetics or related field, will be employed within 12 months of graduation.

Goal 2: The Dietetic Technician Program will prepare graduates who demonstrate professionalism, continuing education and service to the community to address the ever-changing needs of the consumer and employers in food, nutrition and dietetics.

Objectives

- Over a five year period, 80% or more of employers report that graduates demonstrated professionalism in the work place.
- Over a five year period, 80% or more of graduates have attended a continuing education event during their first year of employment.
- Over a five year period, 70% of graduates will respond “strongly agree or agree” to service learning as a valuable experience in the program.

Essential Functions

Essential functions are the basic skills and activities that you must be able to perform to complete the Dietetic Technician Program and perform entry-level professional job responsibilities.

Function	Standard	Examples
Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	<ul style="list-style-type: none"> • Access data, references, patient education materials, consumer and other information from credible sources. • Perform nutrition screening and identify clients or patients to be referred to a registered dietitian nutritionist. • Evaluate information to determine if it is consistent with accepted scientific evidence.
Problem Solving	Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.	<ul style="list-style-type: none"> • Participate in quality improvement and customer satisfaction activities to improve delivery of nutrition services. • Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals.
Interpersonal Behavioral and Social Skills	The ability to show cultural competence in interactions with clients, colleagues and staff.	<ul style="list-style-type: none"> • Demonstrate an understanding of cultural competence/sensitivity. • Show cultural competence in interactions with clients, colleagues and staff. • Implement interventions to effect change and enhance wellness in diverse individuals and groups.
Oral and Written Communication	<ol style="list-style-type: none"> 1. The ability to listen to and understand information and ideas presented through spoken words and sentences. 2. The ability to communicate information and ideas in speaking so others will understand. 3. The ability to read and understand information and ideas presented in writing. 4. The ability to communicate information and ideas in writing so others will understand. 	<ul style="list-style-type: none"> • Prepare and deliver sound food and nutrition presentations to a target audience. • Provide nutrition and lifestyle education to well populations. • Promote health improvement, food safety, wellness and disease prevention for the general population. • Develop nutrition education materials for disease prevention and health improvement that are culturally and age appropriate and designed for the educational level of the audience.

Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.	
Physical activities	Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.	<ul style="list-style-type: none"> • Demonstrate sufficient upper-body strength and manual dexterity to operate and clean household and institutional equipment required for food preparation and food. • Travel to clinical sites and have mobility within and around the sites. • Complete 5 – 8 hours of supervised practice at sites. Activities may involve standing, sitting, stooping and be in hot and cold facilities. • Demonstrate the ability to exert maximum muscle force to lift, push, pull, or carry objects such as food supplies, small equipment and delivery of meals.
Sensing <ul style="list-style-type: none"> • Visual • Hearing • Taste • Smell 	<ol style="list-style-type: none"> 1. The ability to see details at close range (within a few feet of the observer). 2. The ability to taste and smell to determine acceptability of foods and supplements. 3. The ability to hear spoken words. 	<ul style="list-style-type: none"> • Demonstrate sufficient vision, smell and taste to evaluate the appearance, aroma, and flavor of food. • Demonstrate sufficient vision to observe compliance with food sanitation and safety codes.
Professional Attributes	Practicing professional skills required in entry-level positions.	<ul style="list-style-type: none"> • Attend scheduled classes, labs and supervised practices and be present for examination and testing. Be prepared for class. • Maintain professional demeanor in class and during supervised practice. • Maintain personal hygiene and dress code policies.

You must determine your ability to achieve the essential functions of the Program. If you require special accommodations to fulfill Program requirements, schedule an appointment with Disability Services at (567) 661-7007 or 1-800-GO-OWENS, Ext. 7007.

Curriculum and Learning Activities

The program's curriculum is designed to ensure the breadth and depth of requisite knowledge and skills needed for entry-level practice as a nutrition and dietetic technician, registered. **(Dietetics, 2016)**

- A. The program's curriculum includes a general understanding of the scientific basis of nutrition and dietetics, exposure to research literature and application to technical practice;
- B. Applied concepts of chemistry, anatomy, physiology, microbiology related to food safety, mathematics, fundamentals of nutrition and nutrition across the life span;
- C. Cultural competence and human diversity; human behavior, psychology, sociology or anthropology.

STUDENT LEARNING OUTCOMES – Effective January 2017

Standards for Dietetic Technician Education Programs

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

Knowledge Requirement	Competencies/Learning Outcomes
Upon completion of the program, graduates are able to:	Upon completion of the program, graduates are able to:
<p>KNDT 1.1: Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions related to the dietetics technician level of practice.</p> <p>KNDT 1.2: Use current information technologies to locate and apply evidence-based guidelines and protocols.</p> <p>KNDT 1.3: Apply critical thinking skills.</p>	<p>CNDT 1.1: Access data, references, patient education materials, consumer and other information from credible sources.</p> <p>CDT 1.2: Evaluate information to determine if it is consistent with accepted scientific evidence.</p> <p>CDT 1.3: Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria.</p> <p>CDT 1.4: Implement actions based on care plans, protocols, policies and evidence-based practice.</p>

2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional nutrition and dietetics technician level of practice.

Upon completion of the program, graduates are able to:	Upon completion of the DTP, graduates are able to:
<p>KNDT 2.1: Demonstrate effective and professional oral and written communication skills sufficient for entry into technical practice.</p> <p>KNDT 2.2: Demonstrate effective interviewing and education methods for diverse individuals and groups.</p> <p>KNDT 2.3: Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; And interprofessional relationships in various practice settings.</p> <p>KNDT 2.4: Identify and describe the work of interprofessional teams and the roles of others with whom the nutrition and dietetics technician, registered collaborates in the delivery of food and nutrition services.</p> <p>KNDT 2.5: Demonstrate an understanding of cultural competence/sensitivity.</p> <p>KNDT 2.6: Explain legislative and regulatory policies related to nutrition and dietetics technician level of practice.</p> <p>KNDT 2.7: Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defend a position on issues impacting the nutrition and dietetics profession.</p>	<p>CNDT 2.1: Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics.</p> <p>CNDT 2.2: Use clear and effective oral and written communication.</p> <p>CNDT 2.3: Prepare and deliver sound food and nutrition presentations to a target audience.</p> <p>CNDT 2.4: Demonstrate active participation, teamwork and contributions in group settings.</p> <p>CNDT 2.5: Function as a member of interprofessional teams.</p> <p>CNDT 2.6: Refer situations outside the nutrition and dietetics technician scope of practice or area of competence to a registered dietitian nutritionist or other professional.</p> <p>CNDT 2.7: Participate in professional and community organizations.</p> <p>CNDT 2.8: Demonstrate professional attributes in all areas of practice.</p> <p>CNDT 2.9: Show cultural competence in interactions with clients, colleagues and staff.</p> <p>CNDT 2.10: Perform self-assessment and develop goals for self-improvement throughout the program.</p> <p>CNDT 2.11: Prepare a plan for professional development according to the Commission on Dietetic Registration guidelines.</p> <p>CNDT 2.12: Participate in advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.</p> <p>CNDT 2.13: Practice and/or role play mentoring and precepting others.</p>

3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations at the dietetic technician level of practice.

Knowledge Requirement	Competencies/Learning Outcomes
<p>Upon completion of the program, graduates are able to:</p>	<p>Upon completion of the program, graduates are able to:</p>
<p>KNDT 3.1: Use the Nutrition Care Process, for nutrition screening for referral to the registered dietitian nutritionist, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice. KNDT 3.2: Implement interventions to effect change and enhance wellness in diverse individuals and groups. KNDT 3.3: Present and educational session to a target population. KNDT 3.4: Describe the processes involved in delivering quality food and nutrition services.</p>	<p>CNDT 3.1: Perform nutrition screening and identify clients or patients to be referred to the registered dietitian nutritionist. CNDT 3.2: Perform specific activities of the Nutrition Care Process as assigned by registered dietitian nutritionist in accordance with the Scope of Nutrition and Dietetics Practice for individuals groups and populations in a variety of settings. CNDT 3.3: Provide nutrition and lifestyle education to well populations. CNDT 3.4: Promote health improvement, food safety, wellness and disease prevention for the general population. CNDT 3.5: Develop nutrition education materials for disease prevention and health improvement that are culturally and age appropriate and designed for the educational level of the audience. CNDT 3.6: Perform supervisory functions for purchasing, production and service of food that meets nutrition guidelines, cost parameters, and health needs. CNDT 3.7: Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals.</p>

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

Knowledge Requirement	Competencies/Learning Outcomes
<p>Upon completion of the program, graduates are able to:</p>	<p>Upon completion of the program, graduates are able to:</p>
<p>KNDT 4.1: Participate in the human resource management process. KNDT 4.2: Explain budgeting principles and techniques. KNDT 4.3: Apply safety principles related to food, personnel and consumers. KNDT 4.4: Identify health care delivery systems and policies that impact nutrition and dietetics technician practice.</p>	<p>CNDT 4.1: Participate in quality improvement and customer satisfaction activities to improve delivery of nutrition services. CNDT 4.2: Perform supervisory, education and training functions. CNDT 4.3: Use current informatics technology to develop, store, retrieve and disseminate information and data. CNDT 4.4: Participate in development of a plan for a new service including budget. CNDT 4.5: Implement and adhere to a budget. CNDT 4.6: Assist with marketing clinical and customer services. CDT 4.7: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.</p>

**Curriculum Map (Standard 5)
Didactic & Supervised-practice Courses Aligned with Core Knowledge & Competencies for the DTR**

Courses & Rotations	KNDT 1.1	KNDT 1.2	KNDT 1.3	CNDT 1.1	CNDT 1.2	CNDT 1.3	CNDT 1.4								
Semester 1															
FNH 105 Intro to Dietetics (1)															
FNH 110 Food Principles and Production (3)															
FNH 121 Basic Nutrition (2)	X		X												
FNH 123 Contemporary Nutrition (1)	X		X												
FNH 135 ServSafe (2)															
Semester 2															
FNH 102 Applied Nutrition (4)	X	X	X	X	X										
FNH 112 Fundamentals of Food Production (3)			X												
FNH 190 Nutrition Application Clinical lab (1)	X	X	X	X	X		X								
Semester 3															
FNH 103 Community Nutrition (3)	X		X	X	X										
FNH 191 Community Nutrition Clinical Lab (1)	X	X	X	X	X		X								
Semester 4															
FNH 201 Medical Nutrition Therapy I (3)	X	X	X	X	X										
FNH 202 Medical Nutrition Therapy II (3)	X	X	X	X	X										
FNH 288 Dietetic Clinical lab I (3)	X	X	X	X	X		X								
Semester 5															
FNH 215 Foodservice Systems (3)	X	X	X	X	X		X								
FNH 286 Dietetic Seminar (1)	X	X	X	X											
FNH 289 Dietetic Clinical Lab II (2)	X	X	X	X	X		X								

Courses & Rotations	KNDT 2.1	KNDT 2.2	KNDT 2.3	KNDT 2.4	KNDT 2.5	KNDT 2.6	KNDT 2.7	KNDT 2.8	CNDT 2.1	CNDT 2.2	CNDT 2.3	CNDT 2.4	CNDT 2.5	CNDT 2.6	CNDT 2.7	CNDT 2.8	CNDT 2.9	CNDT 2.10	CNDT 2.11	CNDT 2.12	CNDT 2.13	
Semester 1																						
FNH 105 Intro to Dietetics (1)	X															X						
FNH 110 Food Principles Production (3)																						
FNH 121 Basic Nutrition (2)																						
FNH 123 Contemporary Nutrition (1)																						
FNH 135 ServSafe (2)																						
Semester 2																						
FNH 102 Applied Nutrition (4)	X	X	X	X					X	X												
FNH 112 Fundamentals of Food Prod (3)																						
FNH 190 Nutrition App Clinical Lab (1)	X	X	X	X					X	X			X	X		X		X				
Semester 3																						
FNH 103 Community Nutrition (3)	X			X	X	X	X		X	X												
FNH 191 Community Nutr Clinical Lab (1)	X	X	X	X	X	X			X	X						X		X				
Semester 4																						
FNH 201 Medical Nutrition Therapy I (3)	X	X	X	X	X	X			X	X		X										
FNH 202 Medical Nutr Therapy II (3)	X	X	X	X	X	X			X	X		X										
FNH 288 Dietetic Clinical lab I (3)	X	X	X	X	X	X			X	X		X		X		X		X		X		
Semester 5																						
FNH 215 Foodservice Systems (3)	X		X	X	X	X	X	X	X	X		X								X		X
FNH 286 Dietetic Seminar (1)	X		X													X				X		X
FNH 289 Dietetic Clinical Lab II (2)	X	X	X	X	X	X	X	X	X	X		X		X		X		X		X		X

Courses & Rotations	KNDT 3.1	KNDT 3.2	KNDT 3.3	KNDT 3.4	CNDT 3.1	CNDT 3.2	CNDT 3.3	CNDT 3.4	CNDT 3.5	CNDT 3.6	CNDT 3.7
	Semester 1										
FNH 105 Intro to Dietetics (1)											
FNH 110 Food Principles and Production (3)										X	
FNH 121 Basic Nutrition (2)	X		X								
FNH 123 Contemporary Nutrition (1)	X										
FNH 135 ServSafe (2)											
Semester 2											
FNH 102 Applied Nutrition (4)	X			X	X						
FNH 112 Fundamentals of Food Production (3)											
FNH 190 Nutrition Application Clinical lab (1)	X	X		X	X	X					X
Semester 3											
FNH 103 Community Nutrition (3)				X							
FNH 191 Community Nutrition Clinical Lab (1)		X	X	X			X	X	X		X
Semester 4											
FNH 201 Medical Nutrition Therapy I (3)	X			X					X		
FNH 202 Medical Nutrition Therapy II (3)	X			X					X		
FNH 288 Dietetic Clinical lab I (3)	X	X	X	X	X	X					
Semester 5											
FNH 215 Foodservice Systems (3)				X							
FNH 286 Dietetic Seminar (1)											
FNH 289 Dietetic Clinical Lab II (2)				X						X	X

Courses & Rotations		KNDT 4.1	KNDT 4.2	KNDT 4.3	KNDT 4.4	SNDT 4.1	CNDT 4.2	CNDT 4.3	CNDT 4.4	CNDT 4.5	CNDT 4.6	CNDT 4.7
Semester 1												
FNH 105 Intro to Dietetics (1)												
FNH 110 Food Principles and Production (3)												
FNH 121 Basic Nutrition (2)		X	X	X						X	X	
FNH 123 Contemporary Nutrition (1)			X									
FNH 135 ServSafe (2)												
Semester 2												
FNH 102 Applied Nutrition (4)								X				
FNH 112 Fundamentals of Food Prod (3)												
FNH 190 Nutrition Application Clinical lab (1)				X								
Semester 3												
FNH 103 Community Nutrition (3)					X			X				
FNH 191 Community Nutrition Clinical Lab (1)				X								
Semester 4												
FNH 201 Medical Nutrition Therapy I (3)					X			X				
FNH 202 Medical Nutrition Therapy II (3)					X			X				
FNH 288 Dietetic Clinical lab I (3)					X	X		X				
Semester 5												
FNH 215 Foodservice Systems (3)		X	X	X	X	X		X	X			X
FNH 286 Dietetic Seminar (1)		X						X				
FNH 289 Dietetic Clinical Lab II (2)		X	X	X	X	X	X	X	X	X	X	X

Requisite knowledge and skills (Standard 5.2, section a, 1 – 15)

Courses & Rotations	5.2	5.2	5.2	5.2	5.2	5.2	5.2	5.2	5.2	5.2	5.2	5.2	5.2	5.2	5.2	5.2
	a.1	a.2	a.3	a.4	a.5	a.6	a.7	a.8	a.9	a.1	a.1	a.1	a.1	a.1	a.1	a.1
Semester 1																
CHM 111 Basic Chemistry (4)	X														X	
ENG 111 Composition I (3)		X														
FNH 121 Basic Nutrition (2)							X								X	
FNH 123 Contemporary Nutrition (1)	X						X								X	
FNH 135 ServSafe (2)							X					X				
Semester 2																
IST 100 Fundamentals of Computers (1)									X	X						
MTH 213 Intro to Statistics (3)									X	X				X		
PSY 101 General Psychology (3)																X
Semester 3																
Semester 4																
BIO 211 Anatomy and Physiology I (4)															X	
Semester 5																
Art/Humanity Elective (3)																X
BIO 231 Microbiology and Immunology (4)															X	

Catalog of Record

The catalog of record for curriculum requirements is defined as the academic year that you declared and began program courses for the Dietetic Technology program. Go to <http://catalog.owens.edu/> to view the curriculum degree planner.

Recommended Program of Study

Dietetic Technician Program, AAS (Owens Code: DTTP)

Successful completion of a program of study at the College does not guarantee licensure, certification, employment in a relevant occupation, or transferability/admission to other educational institutions or programs.

Campus Offered:

Toledo

Credits Required:

61-62

Required Courses

*The Age of Coursework for Food, Nutrition and Hospitality (FNH) courses is 5 years - chair approval required for courses beyond that. Please refer to College Policy, Chapter 2 - Academic, 3358:11-2-22 Age of Coursework Policy.

** Students who currently hold the ServSafe certificate and/or current CPR should see chair as some coursework may be waived.

*** Students enrolled in the program must maintain a grade point average (GPA) of 2.5 throughout the program. All courses must be completed with a grade of "C" or better.

1st Semester

Course Name	Credits:	Term Taken	Grade	Gen Ed
ENG 111 - Composition I *Ohio Transfer Module Course	Credits: 3 (Lec: 3)			
CHM 111 - Basic Chemistry	Credits: 4 (Lec: 3 Lab: 3)			
or				
CHM 121 - General Chemistry I *Ohio Transfer Module Course	Credits: 5 (Lec: 4 Lab: 3)			
FNH 121 - Basic Nutrition	Credits: 2 (Lec: 2)			
FNH 123 - Contemporary Nutrition	Credits: 1 (Lec: 1)			
FNH 105 - Intro to Dietetics FYE Seminar	Credits: 1 (Seminar: 1)			
FNH 110 - Food Prin & Production	Credits: 3 (Lec: 2 Lab: 3)			
FNH 135 - ServSafe	Credits: 2 (Lec: 2)			

2nd Semester

Course Name	Credits:	Term Taken	Grade	Gen Ed
IST 100 - Fundamentals of Computing	Credits: 1 (Lec: 1)			
MTH 213 - Introductory Statistics *Ohio Transfer Module Course	Credits: 3 (Lec: 3)			
PSY 101 - General Psychology *Ohio Transfer Module Course	Credits: 3 (Lec: 3)			
FNH 102 - Applied Nutrition	Credits: 4 (Lec: 4)			
FNH 112 - Fundamental of Food Production	Credits: 3 (Lec: 2 Lab: 4)			
FNH 190 - Nutrition App Clinical Lab	Credits: 1 (Oth: 5)			

3rd Semester - Summer

Course Name	Credits:	Term Taken	Grade	Gen Ed
FNH 103 - Community Nutrition	Credits: 3 (Lec: 3)			
FNH 191 - Community Nutrition Clin Lab	Credits: 1 (Oth: 5)			

4th Semester

Course Name	Credits:	Term Taken	Grade	Gen Ed
BIO 211 - Anatomy and Physiology I *Ohio Transfer Module Course	Credits: 4 (Lec: 3 Lab: 3)			
FNH 201 - Med Nutrition Therapy I	Credits: 3 (Lec: 3)			
FNH 202 - Medical Nutrition Therapy II	Credits: 3 (Lec: 3)			
FNH 288 - Nutrition Care Process Cl Lab	Credits: 3 (Oth: 15)			

5th Semester

Course Name	Credits:	Term Taken	Grade	Gen Ed
BIO 231 - Microbiology & Immunology	Credits: 4 (Lec: 3 Lab:3)			
FNH 215 - Foodservice Systems	Credits: 3 (Lec: 3)			
_____ - Arts and Humanities Elective 3(Lec: 3)	Credits:			
•				
FNH 289 - Systems Mgt Clinical Lab	Credits: 2 (Oth: 10)			
FNH 286 - Dietetics Seminar	Credits: 1 (Seminar: 1)			

Petition for Degree Completion

Students are eligible to become a candidate for an Associate Degree when the student has completed all necessary requirements. Students who are registering for their final semester of course work and plan to graduate must submit a petition for degree completion by accessing their Ozone account.

Visit the Owens website for petition deadline dates and fee information. For more information regarding degree requirements and graduation refer to Chapter 2 - Academic College Policy, 3358:11-2-51, Graduation Requirements Policy and Procedures.

Notes:

DIETETIC TECHNICIAN PROGRAM
Course Descriptions

FNH 102 - Applied Nutrition

Provides students with effective communication skills in normal nutrition as it applies to the management of individuals in a variety of age and cultural groups. Emphasizes interviewing skills and documentation of client information included in basic nutrition screening and assessment. Introduces the basics of nutritional care planning as well as recommendations for individuals whom medical nutrition therapy is indicated. Focuses on assessment of educational needs and preparation/implementation of an educational plan. Identifies principles of good nutrition throughout the life cycle including nutrition requirements for successful outcome of pregnancy, desirable growth and development of the infant, child, teenager, and guidelines for optimum health for the adult and older adult.

Co-requisites: FNH 190

Prerequisites: FNH 123

Credits: 4 (Lec: 4)

FNH 103 - Community Nutrition

Introduces students to program planning, legislative policies, resources, and nutrition issues specific to community nutrition. Provides an understanding of creating and implementing nutrition programs for various constituencies (elderly populations, children, impoverished populations, college students, etc.). Encourages students to learn how to take risks, try new technologies, and use fresh approaches to improving the public's nutrition and health status. Discusses concepts important to those who will be active in solving community nutritional and health problems, including program delivery, nutrition education, nutrition assessment, and planning nutrition interventions.

Co-requisites: FNH 191

Prerequisites: FNH 102

Credits: 3 (Lec: 3)

FNH 110 - Food Prin & Production

Introduces the scientific principles involved in food preparation including ingredient function, food composition, terminology, preparation techniques and product evaluation. Quantity food production techniques and principles are introduced. Learns to operate, clean and describe preventive maintenance of commercial food service equipment. Explores kitchen design and equipment selection.

Co-requisites: FNH 121 and FNH 123 and FNH 135

Prerequisites: NONE

Credits: 3 (Lec: 2 Lab: 3)

FNH 121 - Basic Nutrition

Focuses on the science of nutrition as it relates to maintenance of health. Introduces composition, functions, daily requirements, food sources, and clinical deficiencies/excesses of each nutrient. Covers the nutritional process of digestion, absorption and metabolism. Discusses individuals, populations and communities at risk for the maintenance of health and prevention of disease by relating specific disease entities to the dietary modifications. Addresses the role of nutrition in alternative medicine. Introduces nutrient requirements throughout the life cycle. Provides tools to evaluate and analyze personal nutrition.

Co-requisites: NONE

Prerequisites: NONE

Credits: 2 (Lec: 2)

FNH 123 - Contemporary Nutrition

A continuation of Basic Nutrition (FNH 121) as it applies to current nutrition topics dealing with personal health. Includes calculation of energy requirements and the role of weight management to maintain good health and prevent disease. Explores various theories of obesity including the role of environmental and genetic factors. Identifies the dual role of physical activity and nutrition in health promotion including nutritional needs for both endurance and strength training athletes. Explores the concept of disordered eating and the factors that contribute to its development.

Co-requisites: FNH 121

Prerequisites: NONE

Credits: 1 (Lec: 1)

FNH 135 - ServSafe

Provides 30 instruction hours on food safety training and certification, using the ServSafe program created by the National Restaurant Association Education Foundation. A comprehensive course-includes content from the 2012 FDA Food Code, as well as new science-based and industry best practices relevant to state and local laws. Focuses on the control of microorganisms, contamination, food allergens, food borne illness, and the safe food handler. Follows the flow of food from purchasing through service. A ServSafe Food Protection Manager Certificate and Ohio Department of Health ServSafe card are provided to students who pass the NRAEF certification exam.

Co-requisites: (ENG 091 and ENG 096) or equivalent exam score. Please refer to Chapter 2 - Academic College Policy, 3358:11-2-06 Assessment Program for entering students.

Prerequisites: NONE

Credits: 2 (Lec: 2)

FNH 190 - Nutrition App Clinical Lab

Introduces the process for providing nutrition related health care in an interdisciplinary setting. Supervised practice in healthcare facilities, under the supervision of the Registered Dietitian, provides students the opportunity to develop skills related to: taking diet histories, evaluating nutritional information collected, and explaining rationale for nutrient and consistency modifications, implementing/evaluating care plans. Include Minimum Data Set (MDS 3.0) and care area assessments (CAAs) in development of the care plan. Practical application of information presented in FNH 102.

Co-requisite: FNH 102

Prerequisite: FNH 123

Credits: 1 (Oth: 5)

FNH 191 - Community Nutrition Clin Lab

Provides opportunity to reach entry-level position competence in nutritional care by practicing skills under the supervision of the Registered Dietitian instructor. Rotates to community-based agencies to develop skills related to: screening and assessment of nutritional status of community groups; identifying services offered by community-based organizations; and participation in nutrition care for diverse cultures and in community-based food and nutrition programs. Practical application of information presented in FNH 103 .

Co-requisites: FNH 103

Prerequisites: FNH 102 and FNH 190

Credits: 1 (Oth: 5)

FNH 201 - Med Nutrition Therapy I

The primary focus of this course is on clinical nutrition. We will explore how changes in health affect nutrition status and nutrient needs, and how medical nutrition therapy addresses those needs. The student will be introduced to the nutrition care process and therapeutic nutrition as a primary and /or adjunctive treatment of the following disease processes: pulmonary disease, cardiovascular disease, diabetes mellitus, gastrointestinal diseases, motility disorders and malabsorption syndrome. Students will learn etiology, symptoms, clinical findings, diagnostic laboratory data and nutritional management of various disease states. Nutritional assessment, food-medication interactions and clinical application are reviewed.

Co-requisites: FNH 202 and FNH 288

Prerequisites: FNH 103 and FNH 191

Credits: 3 (Lec: 3)

FNH 202 - Medical Nutrition Therapy II

The primary focus of this course is to continue the nutrition care process and the study of therapeutic nutrition as a primary and/or adjunctive treatment of the disease processes that affect the exocrine glands, kidney, liver and gallbladder. Students will learn etiology, symptoms, clinical findings, diagnostic laboratory data and nutritional management of various disease states including cancer, AIDS and the body's response to severe stress. Presents the principles and characteristics of enteral and parental nutrition. Clinical application is reviewed.

Co-requisites: FNH 288 and FNH 201

Prerequisites: NONE

Credits: 3 (Lec: 3)

FNH 215 - Foodservice Systems

Foodservice management principles are discussed through systems. Management functions are broken down into subsystems that link together to provide quality foodservice. Topics include: food product flow, procurement, production, distribution, decision making, managing financial resources, marketing, quality processes, hiring and supervision.

Co-requisites: NONE

Prerequisites: NONE

Credits: 3 (Lec: 3)

FNH 288 - Nutrition Care Process CI Lab

Provides opportunity to reach entry-level position competence in nutritional care by practicing skills under the supervision of the Registered Dietitian instructor. Skills are documented in the COMACS. Rotates to acute healthcare setting to develop skills related to: demonstrating proficiency in client interviewing, interpreting medical and nutritional information, providing rationale for dietary intervention; implementing care plans in compliance with federal/state regulations within an interdisciplinary effort providing medical nutrition therapy to clients based on assessment and client goals; and following the standardized Nutrition Care Process (NCP) to appropriately document evidence-based practice. Practical application of information presented in FNH 201 and FNH 202 .

Co-requisites: FNH 201 and FNH 202

Prerequisites: FNH 103 and FNH 191

Credits: 3 (Oth: 15)

FNH 289 - Systems Mgt Clinical Lab

Provides opportunity to reach entry-level position competence in food system management by practicing skills under the supervision of a Registered Dietitian instructor. Rotates to healthcare facilities, community-based agencies and school or college dining services. Practice in food production and service; maintenance of sanitation and safety standards; management of personnel; and improvement of services through total quality management. Practical application of information presented in FNH 215 .

Co-requisites: FNH 215

Prerequisites: FNH 202 and FNH 288

Credits: 2 (Oth: 10)

CLASSROOM EXPECTATIONS

Whenever you are in class, whether it is lecture, lab, or clinical education, treat your classes as you would a desirable job. Think of your instructor as the team leader and your fellow students as members of your team with the mutual goal “to learn”. Each member of the team must work together to achieve the goals set forth using the objectives to guide you. The behaviors expected of you and the entire team are:

- Attend all classes on time, therefore respecting the rights of those that arrived on time to an uninterrupted classroom.
- Come to class prepared by reading assignments and be ready to participate appropriately and actively on topics presented in class.
- Respect your instructors by NOT talking during lectures. Our instructors deserve your attention.
- Respect the rights of others to contribute by listening attentively.
- Ask for feedback from your instructors and peers to ensure progress toward the objective.
- Resolve problems or concerns by immediately discussing issues with your instructors or others that have the information needed.

Textbooks

Textbooks have been selected to provide you with information that will be an introduction to or an addition to material provided in classroom presentations. It has been found that students understand and retain information that has been obtained through different methods. In our Program, our **classroom presentations are based on the assumption that you have read the assignments before coming to class. You will also find questions from assigned readings in quizzes, tests, and exams.**

Instructional Technology and Email Communication

The abilities to locate and share information on the Internet and communicate via Owens email (student Ozone account) are important skills that can assist the dietetic technician with professional development and lifelong learning. Several of the FNH core courses will utilize the Internet to enhance classroom instruction. **Blackboard is the primary platform used to deliver course content and web-based courses at Owens Community College.**

Students are required to read and, if necessary, respond to all program related email communications. **All students (and faculty) in the program are required to access their Owens email accounts a minimum of once every 24 hours** Monday through Friday while enrolled in (or teaching) DT program courses. Students should email instructors through the course Blackboard page.

Use of Cell Phones and other devices

Cell phones must be turned off and cannot be used in class, labs or clinicals. Texting during class or working on your laptop on something unrelated to our course will result in a deduction from your Attendance and Participation points. If you leave class early without notifying your instructor, you will also receive a deduction from your attendance and participation points.

ACADEMIC ADVISING

Academic planning and advising is best achieved by meeting with your Academic Advisor, Chair of the Program or the Clinical Teaching Faculty.

An academic advisor can assist a student with course planning, registration, and academic counseling. An advisor is also able to direct a student to college resources such as the Learning Centers or Career Services. Advisors are accessible via phone, email, and by appointment and will respond to students in a timely way. <https://www.owens.edu/advising/>

Academic Counseling

All students may confer with their instructors to determine their proficiency in the course. If you feel you are not doing well in a class, please approach your instructor for help. The instructors are committed to your success and are willing to help in any way they can. Likewise, instructors may feel it is necessary to have a conference with the students not performing well. It is vital to keep the line of communication open between the students, instructors, and Chair. Students and instructors with academic concerns may contact the Chair at any time.

Academic Standards

Students in the Dietetic Technician Program must earn a “C” or better in each program course and maintain a GPA of 2.5 or better. Students who do not earn these grades must participate in a mandatory review of their progress with the Program Chair and meet with their academic advisor to assess their potential and aptitude to meet program standards and Accreditation Council for Education in Nutrition and Dietetics (ACEND). Courses may be repeated one time to meet Dietetic Technician Program standards.

Non-Academic Readmission

If a student leaves the Dietetic Technician Program for reasons other than academics, he or she may request readmission and be readmitted providing there is an opening in the Program. All Dietetic Technology courses must be completed within 5 years from the initial entrance into the Dietetic Technician Program.

Academic Readmission

A student requesting readmission after dismissal for academic reasons must complete the following before being considered:

- (1) Contact an advisor who will assist in developing a written academic plan for readmission to resolve the academic problems.
- (2) The following requirements must be included in the academic plan before readmission.
 - (a) A 2.5 GPA must be achieved in the Math/Science component which includes BIO 211, MTH 213 and CHM 121.
- (3) The plan is submitted to the Program Chair for approval.
- (4) Students are readmitted on a space available basis.
- (5) No second readmission will be considered.

ACADEMIC ASSISTANCE AND SUPPORT – Toledo-Area Campus

To be successful in any career having the correct tools is necessary, and the dietetics profession is no exception. Access to support services is available to help with student success. Support services include, but are not limited to advising, disability services, library, mental health, public safety, student organizations, technology support, testing and tutoring. For a complete listing of student services, visit <https://www.owens.edu/studentservices/>.

- Academic advisors are available to help the student with academic planning and issues related to completion. They are knowledgeable about the program and campus resources that can assist you. <https://www.owens.edu/advising/index.html>.
- Alumni Hall 103 houses Disability Services. If you have a disability or acquire one, you may be entitled to receive individualized services and/or accommodations intended to assure you an equal opportunity to participate in and benefit from the Program. Contact the Disability Services Office to receive more information. https://www.owens.edu/disability_services/
- Library services including book, periodicals, articles and media sources. The Library is part of OhioLink, sharing resources with colleges and universities across Ohio. <https://www.owens.edu/library/index.html>
- Student Mental Health Services (SMHS) offers consultation, mental health assessment, counseling, crisis support, education, prevention, outreach, and linkage to community resources at no additional charge to Owens Community College students. SMHS provides assistance to students experiencing personal, educational, interpersonal /relationship, family, social, or psychological difficulties. <https://www.owens.edu/smhs/>.
- The Department of Public Safety is accessible 24 hours a day, seven days a week, including all holidays. To report a crime, do any of the following:
 - Pick up any of the red emergency phones located throughout each building.
 - Dial extension 7575 from any campus phone.
 - Dial (567) 661-7575 from any non-campus phone.
 - Dial the inside emergency line, extension 7411.
- Student Organizations and Activities are a way for students to gain additional experience and learning opportunities. <http://occstudentactivities.orgsync.com/home>.
- Technical services are available through the IT Help Desk at 567-661-7120. Computer labs are available in most buildings across campus. To find locations, hours and software available visit, <https://www.owens.edu/computerlabs/>.
- If you need to make-up a test, you will do this at the Testing Center, in CH 128B. You will need to make an appointment one day in advance, and when you arrive, you are required to show your Owens Express Card ID before the test is given to you.
- Tutoring Services <https://www.owens.edu/learning/> including assistance with study skills, writing, math and science courses.

Professionalism and Ethical Behavior

Each student and guest at Owens Community College is responsible for adhering to the policies in the Student Code of Conduct. The Student Code of Conduct contains all of the College processes and policies regarding conduct and expected behavior including academic misconduct.

The Student Code of Conduct can be found online at <https://www.owens.edu/conduct/code.pdf>.

In addition, the Dietetic Technician Program expects its students to conduct themselves in a professional manner while on campus and at supervised practice sites. Faculty and Clinical Instructors or Preceptors may alert you to problems with your behavior that are not meeting professional standards. When these problems occur, a student incident form is used to document and alert you to the issue and provide counseling and corrective or disciplinary actions. Corrective and/or disciplinary actions taken may result in a failing grade or corrective action assignment. If the issue is not resolved, further action will be taken following the College's Code of Conduct or Academic Dishonesty policies.

Academic and Program Schedule

The Dietetic Technology Program follows the Owens State Community College academic schedule, <https://www.owens.edu/schedules/index.html>. Four supervised practice experiences include rotations to a variety of clinical sites. The schedule is kept flexible, due to additions, changes or cancellations in planned experiences. *Supervised practice (clinical) make-up hours, service learning events and experiences may be scheduled outside of normally scheduled class meeting times, based on student and instructor learning needs.* You will be notified of schedule changes as soon as they occur.

Purpose of Supervised Practice (clinical)

Supervised practice hours' provides students with the opportunity to apply knowledge learned and gain entry-level competency as a dietetic technician. It is the policy of the program that students will not replace site facility employees. Students may assist employees or provide relief to meet learning outcomes. Students are not compensated for clinical hours.

ATTENDANCE REQUIREMENTS

Attendance and timeliness is expected for each class (lab, clinical and supervised practice experience) at the designated site. You are to communicate anticipated absences in advance in keeping with professional behavior by communicating with the instructor/preceptor prior to class.

- An absence is defined as not attending any of the scheduled class (lab, clinical and supervised practice experience) for the day or leaving early. Tardiness is defined as arriving more than **10 minutes** late for scheduled time.
- Absences or tardiness beyond **two (2)** occurrences will result in a point reduction of the final grade **for each occurrence**. The instructor will maintain an attendance record. See specific course syllabus for details.
- Failure to be ready for a class (lab, clinical and supervised practice experience) assignment at the starting time and/or failure to follow correct procedures for absence or tardiness will result in the completion of a student incident report.
- If you are unable to attend or will be late for lab or supervised practice, notification must be made to your instructor at least one half hour prior to the scheduled time. *No call/no show to a scheduled lab or supervised practice will result in the completion of a Student Incident Report resulting in a failed grade and clinical make-up time and/or project.*
- Supervised practice absence time (up to 5 hours) must be made up. *Missed supervised practice will be made up as scheduled by your instructor, using the Clinical Make-up Day Report Form.* All make-up times and dates must be cleared through the Chair.

Inclement Weather Guidelines

In the event of inclement weather, listen to the radio or television for Owens Community College closings. Owens has developed an Alert System to keep you safe and informed. You will automatically receive notices by phone, email and text messaging. **To register, log into your Ozone account, My Ozone page and under Personal Information, click Manage my Owens Alerts.**

In the event clinical has started and inclement weather occurs, which results in closing the college, your instructor will be notified, and you will be sent home. If the College has been closed, then reopens during the scheduled clinical time, the clinical will remain cancelled. If the College reopens before your clinical start time, clinical will be held as scheduled.

Health Requirements

BEFORE Supervised Practice Clinicals begin, students are required to submit evidence of a physical examination, laboratory tests (titers), and required immunizations. Some clinical sites also require a 10-panel drug test and the influenza vaccination.

All costs of the physical exam, laboratory testing and immunizations, are the responsibility of the student. It is imperative that students adhere to ALL of above requirements. Failure to comply will result in the student being denied access to the supervised practice site and therefore be unable to complete the course.

Background Check

Students must participate in a state and federal background check for criminal convictions prior to attending supervised practice rotations. Additional costs will be incurred by the student to cover these expenses. Depending on the outcome of the background check, it is possible that the student will be denied access to the clinical/management environment and therefore be unable to complete the program.

Insurance Requirements and Professional Liability

It is highly recommended that you have both medical and automobile insurance coverage. Liability for safety in travel to or from assigned supervised practice clinical experiences is your responsibility when traveling in your own vehicle. You are covered by the College when traveling in a college vehicle.

Professional liability insurance is a requirement of all Dietetic Technology students before entering any supervised practice phase of the curriculum. **The program will purchase liability insurance for you as part of the course lab fee.** This policy only covers students during scheduled supervised practice clinical experiences. It will not cover you during employment hours.

Personal Injury or Illness during Clinical Labs

In case of injury or illness, students should seek appropriate medical attention of their choice. Students are responsible for costs associated with medical care received. In non-emergency situations, students are not obligated to accept service from the clinical facility in which the incident occurred.

In case of personal injury complete an incident report at the clinical facility immediately and at the College within 24 hours. Incident reports may be requested by your health insurance carrier.

Students are required to make-up missed clinical hours.

Self-Reporting of Illness

Some supervised practice experiences will take place in food preparation/service areas where you will actively participate in handling food. The State of Ohio laws now require food handlers report specific conditions or symptoms associated with food-borne illness to the person in charge. If you are diagnosed with any of the reportable illnesses or experience symptoms, you **MUST** report it immediately. *OAC 3717-1-2.1*. Clinical faculty will provide information on reportable illness prior to the course and will ask you to sign an *Employee Health Log form*.

Emergency Contact Information

In case of an emergency, injury, illness or other circumstance, it may be necessary to contact you or a family member. It is extremely important to keep your contact information updated on your Ozone page. To register, log into your Ozone account, My Ozone page and under Personal Information, update your personal and emergency contact information.

PROFESSIONAL APPEARANCE

Personal Hygiene

Personal cleanliness, including proper and frequent hand washing, is vital to prevent cross contamination between patients/clients and to prevent foodborne illness.

- Hands must be washed and thoroughly dried before contact with patients/clients and or starting to work with food. Wash hands between patient/client visits and tasks.

Effective hand washing includes the backs of hands, palms, and exposed portions of the arms, between fingers, and under the fingernails. Vigorously rub together the surfaces of lathered hands and arms for at least 20 seconds, thoroughly rinse with clean water. Pay particular attention to the areas under fingernails and between fingers.

- Any cuts, wounds, or open sores on the hands and arms must be completely covered by a waterproof bandage. Wear single-use gloves over bandages or finger cots on the hands and fingers.
- Fingernails must be kept trimmed so that they are easily cleanable. **No fingernail polish.**
- **All** jewelry must be removed while preparing food and in lab classrooms. This includes piercings, ear gauges and body jewelry.
- Hair must be clean, worn simply (preferably up and off the collar). Hair restraints such as hairnets, hats, or beard nets that effectively control hair must be worn in food preparation areas.
- Facial hair (beards and mustaches) must be kept neatly groomed. A restraining net may need to be worn while in food preparation areas. Men with no beard, must be clean-shaven each day without stubble.
- Drinking and eating are activities that must take place in designated areas only. This is to prevent cross-contamination between people and in and between food and food surfaces. No chewing gum or tobacco products.
- Smoking and tobacco use including electronic smoking devices are prohibited as Owens Community College is a smoke free campus. Smoking and the use of tobacco products will be prohibited in any College building, College vehicle or bus or on College grounds or property owned or controlled by the College. For more information, please visit www.owens.edu/tobaccofree.
- If you are diagnosed as being ill with any of the conditions or demonstrate any of the symptoms listed on the Employee Health Log, the situation will be handled according to the Ohio Food Code 3717-1-2.1

Dress Code

The following guidelines apply to all lab, clinical courses and supervised practice sites. Some variations in the dress code may be applicable based on specific practice experiences. Refer to the specific course syllabus for requirements.

1. Your Owens Community College Student ID must be worn during every clinical lab.
2. Uniforms and professional attire (street clothes) must be cleaned daily. Garments must be kept in good repair and be free of wrinkles and tears.
 - Undergarments must be worn and be of appropriate color and free of design so as to not show through. This includes T-shirts worn under shirts, lab coats or chef coats.
 - Sweatshirts type material, light knits and active wear are not appropriate street clothes.
 - Cut and style of street clothes must be professional and be in good taste. Low-cut tops, tank tops and short skirt/dresses are not appropriate. Skirts and dresses should be no more than two inches above the knee and no longer than mid-heel (to prevent dragging on floor). Pants should be mid-heel to prevent dragging on floor.
 - Socks and leg coverings must always be worn. Mid-calf length with pants or full hose with a dress or skirt.
 - Shoes must be worn and be of durable non-slip material. Shoes should be kept clean. Flip-flops, sandals, fabric tennis or slip-on shoes or excessively high heels are not permitted. In food-production areas, shoes must be closed toe.
3. Make-up and Perfume: Wear make-up in moderation. No strong scented perfume or hand lotions should be used.
4. Jewelry: Visible jewelry is not to be worn except a flat wedding band, wrist watch and no more than two very small earrings in each ear (not larger than the size of a nickel and not dangling). When working in a food production area, you may be asked to remove the watch and earrings.
 - Body Piercing: No visible “rings or studs” are to be worn on any other part of the body (e.g., nose, eyebrow, tongue, etc.).
 - Body Art: All visible tattoos and body art must be covered by clothing and/or skin tone patch.

Students in a culinary lab are to be dressed wearing the following:

- Clean, white Owens Community College embroidered chef's coat
- Hair net/Black skullcap/Owens ball cap with all hair restrained under the hat
- Black chef pants
- Socks with hard top rubber soled shoes
- White apron

Students in hospital or clinic setting:

- A white lab coat with Owens DTP patch will be worn with appropriate professional street attire when in a clinical setting. Black dress pants and DTP polo shirt may be worn with the lab coat, if desired.
- Socks or hose with appropriate shoes.

Students in extended care and community settings:

- DTP polo shirt with black dress pants. Lab coat with Owens DTP patch may be worn.
- Socks or hose with appropriate shoes.

Students not properly attired will not be permitted to participate in the lab, clinical or supervised practice experience. Attendance participation and lab points and clinical hours may be forfeited as a result for that day.

Health Insurance Portability and Accountability Act (HIPAA)

In accordance with the Privacy and Security standards included in the Health Insurance Portability and Accountability Act (HIPAA), health information that is individually identifiable to an individual is protected. Prior to attending your first clinical lab, you will receive HIPAA training to become familiar with the rules that protect an individual's health information and the penalties of HIPAA violations not only from the College's perspective, but from federal regulations as well.

ASSESSMENT OF STUDENT LEARNING

Student Evaluation

Each course syllabus lists components that make up the final course grade. Methods used for evaluation may be quizzes, tests, discussions, reports, term papers, case studies, lab scores, projects, final exams. Please review your course syllabi for specific information.

- Each method will be listed with either points or grades assigned. The “due dates” of each will be listed in the course calendar outline.
- Grading scale for academic (didactic) courses will be based on the following scale: A = 92 – 100%; B= 83 – 91%; C = 74-82%; D= 65 – 73%; F = 64% and below. Clinical supervised practice courses are based on a pass or fail grade.
- Faculty are to return graded assignments and tests in a “timely manner.” They will provide feedback on your course progress in time for you to adjust before the next test or assignment is due. Please make an appointment with your instructor during the scheduled office hours on the course syllabus when necessary.
- During clinical supervised practice courses (FNH 190, 191, 286, 288, 289), students must demonstrate competency of **ALL** skills addressed by achieving 83% or higher on each outcome and attend required hours to receive a “passing” grade.

Incomplete Grades

The grade of “Incomplete” is granted by a course instructor to a student who has extenuating circumstances for not taking the final exam or meeting some other defined requirement(s) in the course, and if the student’s percentage of total course material to be completed is no more than 25%. After a student completes the course to the satisfaction of the instructor, the “I” grade is removed and a letter or pass/fail grade is substituted for it. Unless an extension of time is granted by the instructor, *an “I” grade must be made up before the end of the last day of first 8 weeks of the following semester or the “I” may be subject to change to a grade of “F” or “non-pass”.*

Appealing a Grade

When a student disagrees with a course grade(s) issued by the college instructor, the student may appeal the grade by initiating an Academic Grade Appeal Form. An appeal form may be initiated when any of the following occur:

- There is a computational error of a grade;
- The student was graded differently than stated in the syllabus or assignment;
- The student was graded differently than class peers.

A student grade appeal must be filed no later than one semester after the grade was issued.

<https://www.owens.edu/trustees/procedures/proc3358-11-2-54.pdf> and

https://www.owens.edu/forms_current/grade_appeal.pdf

Formative and Summative Evaluations

Students are required to participate in a minimum of two review sessions with the instructor/preceptor for clinical supervised practice courses. You will be asked to list your strengths, areas for improvement, and how you intend to keep your strengths while you work on areas for improvement.

Prior Learning

Owens community college recognizes that students learn and develop competencies through various avenues and experiences, including credits earned at other institutions of higher education, as well as learning from life, careers, community or military service, or other out-of-class experiences.

- Credit by proficiency exam - Passing a proficiency examination replaces the need for a student to actually register for and complete a course or courses in a program.
- Credit by transfer - Transfer credit constitutes academic credit given for courses taken at another accredited institution of higher education. To receive credit for a course or courses taken at another institution, a student must submit an official copy of his/her transcript from the institution to the Office of the Registrar.
- Credit by work experience - Work Experience Waiver is relinquishing the requirements of a particular course on the basis of previous work experience. Within each academic division it will be determined which course may be waived.

https://www.owens.edu/records/work_exp_waiver.pdf

Cheating and Plagiarism

Dishonest scholarly practices include, but are not limited to taking, using, or copying another's work and submitting it as one's own, intentionally falsifying information or taking another's ideas with the intention of passing these ideas as one's own. A judgment regarding the dishonest scholarly practice should, in most cases, be made by the individual instructor. A few examples include, but are not limited to:

- Work copied verbatim from an original author without proper credit;
- Work copied with only a few words altered from the original without proper credit being given;
- Answers copied from another's test paper;
- Evidence of a deliberate and calculated plan to engage in a dishonest academic practice, such as gaining access to examinations prior to the exam time or the extraction of information regarding an examination from other students;
- Falsification of clinical records.

The instructor shall report all incidents of dishonest academic practice to the Chair of the Department. The instructor is responsible for saving the evidence in its original form and need not return any of the original papers or other materials to the student. Copies of the student's work and information about other evidence will be provided to the student upon request. The Department Chair will contact the Dean of Student Life who will begin the documentation process and record keeping. The student will be notified in writing by the Dean of the consequences and has the right to appeal.

NOTE: The College reserves the right to determine a sanction, or any combination of sanctions, that appropriately address the nature and severity of the act of misconduct.

<https://www.owens.edu/trustees/procedures/proc3358-11-2-55.pdf>

Code of Conduct

Students attending Owens Community College are expected to conduct themselves in a manner that supports the academic atmosphere of the College and respect the rights of other students and employees. To accomplish these goals, this code of student conduct is intended to establish a set of guidelines that students and student organizations should conduct themselves by. This code of conduct extends to behaviors both on and off campus, which negatively impacts the College or its students or staff. Students not able to meet these expectations may be subject to disciplinary action. All regulations, policies and procedures appear in the College Catalog <https://www.owens.edu/conduct/code.pdf>.

Appeal and Reporting Process

The student appeals and reporting process is intended to provide students, who disagree with a policy, decision, discipline action or who feel they have been discriminated against, a process of appeal through a grievance procedure.

- Non-academic appeal; <https://www.owens.edu/trustees/procedures/proc3358-11-3-64.pdf>
- Academic misconduct appeal; <https://www.owens.edu/trustees/procedures/proc3358-11-2-55.pdf>
- Reporting discrimination or harassment: Equal Opportunity Office (AH 268) or equalopportunity@owens.edu

Program Complaints

If a Dietetic Technician student feels that a complaint has not been satisfactorily resolved through the college he/she has the right to issue a complaint to the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND will not intervene on complaints other than those that relate to ACEND accreditation standards, student rights to due process and appeal mechanisms.

Students can contact ACEND staff at: Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995, 1-800-877-1600 Ext. 5400 or at acend@eatright.org. Students can visit www.eatright.org/acend to receive a copy of the accreditation standards and/or the policy and procedure for filing a complaint with ACEND.

Program Evaluation

- Students will complete a Student Evaluation of Clinical Facility questionnaire at the end of each clinical supervised practice course. Students are encouraged to evaluate academic courses and instructors through the College system.

In order to evaluate Program coursework, you will be asked to complete surveys and reports in your classes and labs.

- Owens Community College asks students to complete a summative assessment of each course towards the end of the semester. You will receive a notice through your Ozone account to complete this survey on-line.
- Prior to graduation, you will be asked to make an appointment for an Exit Interview with the Program Chair to discuss the strengths of the Program and areas for improvement.
- Following graduation, you will receive two survey tools from the Dietetic Technician Program. The first is an employer survey, which provides feedback on how well your employer feels Owens

prepared you for your job. The second is a graduate survey in which you will tell us how well you feel Owens prepared you for your job.

All of these evaluation processes are used to make changes in the Program that will benefit our students and the community.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) provides students with the right to:

- To inspect and review their education records.
- To be informed about what the College has designated as directory information.
- To request that the institution not disclose directory information items about them.
<https://www.owens.edu/records/withhold.pdf>
- To have some control over the disclosure of information in their education records.
https://www.owens.edu/records_reg/ferpa_reference.pdf
- To seek to amend their education records.
- To a hearing if the request for an amendment is unsatisfactory.
- To file a complaint with the Family Education Rights and Privacy Act Office, Department of Education, if Owens Community College violates the FERPA.
https://www.owens.edu/records/ferpa_proc.pdf

GRADUATION INFORMATION

Degree Audit DTP: Curriculum Advising and Program Planning

In order to graduate with a degree or certificate, a student must complete all coursework as outlined in the college catalog. A student may generate a degree evaluation on Ozone to establish which courses he or she has officially completed and which courses remain. Students may access the degree evaluation by logging into Ozone and clicking on “degree evaluation” under the student quick links. Students may contact the Office of Enrollment Services on either the Toledo-area or Findlay-area campuses for questions or assistance.

Petition for Degree Completion

In order to graduate, a student is required to submit a petition for degree completion. This petition should be submitted the semester before the student intends to graduate. A spring semester graduate should petition during the preceding fall semester; a fall semester graduate should petition during the preceding spring semester; and a summer graduate should petition during the preceding spring semester. This petition can only be completed from your ozone account. Your account will be charged the appropriate fee based on your application date. See www.owens.edu/records_reg/apply_grad.html for additional information.

THE PATH TO BECOMING A DTR

Upon completion of an accredited Dietetic Technician Program (both academic coursework and 450 supervised practice hours) and awarding of an Associate Degree in Applied Science, graduates are eligible to take the national certification examination. The Commission on Dietetic Registration (CDR) is the credentialing agency for the Academy of Nutrition and Dietetics (ACEND).

- Prior to leaving campus, the Program Director will meet with graduates to complete the exit survey and graduate packet. This includes forms from the Commission on Dietetic Registration (CDR) important to the certification exam application process.
 - Proper credentialing (NDTRE and DTRE) misuse form.
 - Code of Ethics.
 - Name and address change form.
 - Transcript release form.
 - Student instructions and computer based testing information.
- Verification Statement of completion is the method used by ACEND to ensure that core knowledge and competencies for graduates of an accredited dietetic technician program have been met.
 - The Chair will issue the Verification Statements once all program requirements have been completed and the Registrar has verified your graduation.
 - The signature must be that of the Program Director on record with ACEND when the form is signed. The form should be signed on or following the date of program completion.
 - You will receive four Verification Statements, all which must have an original signature of the Program Director. These may be submitted with an Academy of

Nutrition and Dietetics (AND) membership application, registration exam application, and application to a Dietetic Program at a four-year university or to potential employers.

- The Program Director will submit candidates name for eligibility to CDR through the Registration Eligibility Processing System (REPS). Candidates will then receive an email requesting that they complete the online form for additional demographic information. It is imperative that candidates follow the instructions in this email and complete the required profile information as soon as possible. **Until you have completed this step, you will NOT be processed for registration eligibility, nor will you be able to schedule your examination.**
- When the application submission to CDR has been approved, you will receive an email confirming your registration eligibility from CDR who then forwards your information to Pearson VUE for further processing. Normally, candidates receive their Authorization to Test email from Pearson VUE within 48 hours of receiving their eligibility confirmation from CDR.
- Candidates will receive an Authorization to Test email from Pearson VUE, which will expire one year from the date of issuance, which includes a link to the **Handbook for Candidates** and information on setting up an account on Pearson VUE's website. Candidates will have one year to schedule their test appointment, pay and sit for the exam.
- For candidates passing the exam, on the bottom of your Score Report it states that you will receive your first CDR correspondence regarding credential maintenance in approximately two to three weeks by email. CDR receives the candidate test information (pass or fail) from Pearson VUE approximately three to five business days following the day of the exam. CDR processes this information in the database and then sends an email to the candidates acknowledging they passed the exam.

Additional information on the credentialing process can be found at; <https://www.cdrnet.org/program-director/dietetics-program-students-and-graduates>

Professional Portfolio

Dietetic Technician students are encouraged to document competencies (skills) acquired and collect artifacts or examples of supervised experiences throughout the program in order to create a professional portfolio. The professional portfolio is used during interviews for both academic work and future job placement. It showcases the knowledge and skills you have to bring to the table in your new career.

Membership in a Professional Organization

Membership in professional associations is an indication of commitment and interest in the profession. Attending association meetings is an excellent means of networking and finding out more about the practice of dietetics.

As a member of the Academy of Nutrition and Dietetics (AND), the world's largest organization of food and nutrition professionals, you have access to valuable programs and services to assist in career development and growth. Membership in AND automatically includes membership in the Ohio Academy of Nutrition and Dietetics (ONDA) and provides access to becoming a student member in the district

association, the Northwest Ohio Dietetic Association (NODA). Visit the AND website's special student area at www.eatright.org.

Students be asked to complete the membership applications to AND during your first clinical lab (FNH 190). Membership dues will be covered by a portion of your lab fees.

ARTICULATION AGREEMENTS

An articulation agreement between the Dietetic Technician Program and the Dietetic Programs at four-year institutions permits you access to further education toward a bachelor's degree in dietetics. The goal of becoming a Registered Dietitian can be reached by attending a didactic program and obtaining an internship, or attending a coordinated program which includes the internship. The completion of either of these permits the four year graduate to then take the registration exam to become an RD.

An articulation agreement exists with:

- Eastern Michigan University (coordinated)
- Bowling Green University (DPD)

If you have the desire to further your education toward becoming an RD, please make an appointment with the Chair of the Dietetic Technician Program for additional advising.

COLLEGE INFORMATION

The Dietetic Technology Program follows the Owens State Community College academic schedule, <https://www.owens.edu/schedules/index.html>. Supervised practice (clinical) make-up hours, service learning events and experiences may be scheduled, outside of normally scheduled class meeting times, based on student and instructor learning needs.

Academic Calendar 2016-2017

Fall Semester 2016	
August 22	Classes begin (<i>Classes may have varying start dates; refer to the class schedule for start dates and locations</i>)
September 2-4	No weekend classes
September 5	Holiday ~ College closed
November 11	Holiday ~ College closed
November 23-27	Holiday ~ College closed
December 4	Last day of classes
December 5-8	Final exam week
December 9	Commencement
December 23 - January 2, 2017	College closed ~ Holiday break

Spring Semester 2017	
January 9	Classes begin (<i>Classes may have varying start dates; refer to the class schedule for start dates and locations</i>)
January 16	Holiday ~ College closed
March 6-12	Spring break ~ No classes (no weekend classes*)
April 30	Last day of classes
May 1-4	Final exam week
May 5	Commencement

Summer Semester 2017	
May 15	Classes begin (<i>Classes may have varying start dates; refer to the class schedule for start dates and locations</i>)
May 29	Holiday ~ College closed
July 4	Holiday ~ College closed
August 6	Last day of classes

Registration, Withdrawal and Refund Dates

Fall 2016 - https://www.owens.edu/records/refund_201660.pdf

Program Costs, Financial Aid and Scholarships

Cost of attending and completing the Dietetic Technology Program is estimated for all general education and program requirements. Information current as of fall 2016. Cost assume full-time status and Ohio residency. *The College reserves the right to change or add any fee without advance notice.*

Tuition and academic fees (62 credit hours)	\$11,648
Lab and supervised practice fees	\$ 1,070
Books (new)	\$ 3,100
Health screening and immunizations	\$ 450
Background check	\$ 104
Uniforms and supplies	\$ 245
Total	\$ 16,617

Information on scholarships and financial aid can be found at the following links.

https://www.owens.edu/financial_aid/scholarships.html https://www.owens.edu/financial_aid/.

The Academy of Nutrition and Dietetics Foundation (ANDF) offers scholarships to encourage eligible students to enter the field of dietetics. Student members of the Academy enrolled in the first year of study in an ACEND-accredited dietetic technician program may apply for a Foundation scholarship for use in the second year of study. More information about ANDF scholarships can be found at, <http://www.eatrightfoundation.org/foundation/scholarships/>

**DIETETIC TECHNICIAN PROGRAM
PERMISSION AND RELEASE FORM**

PRINT NAME _____

Please sign on the appropriate lines. **DATE** _____

CLINICAL AGENCIES

Clinical agencies may require information about health data prior to a student beginning experience at that agency. I hereby grant permission for Owens Community College to release pertinent health data to my assigned clinical agency prior to the beginning of an experience at that agency.

SIGNATURE

LICENSURE/ACCREDITATION

I hereby grant permission for Owens Community College to release my name to the Academy of Nutrition and Dietetics for any information that may be required by them.

SIGNATURE

FIRST EMPLOYER

I give my permission to have the Owens Community College request an evaluation of my performance from my first employer after graduation. It is understood that this evaluation will not be made a part of my permanent file.

SIGNATURE

DIETETIC TECHNICIAN PROGRAM AGREEMENT

I have read the Student Handbook in its entirety, and I am familiar with its contents. I expect any violation to result in appropriate action.

I understand that it is **my** responsibility to review the appropriate sections of the manual when confronted with a specific problem or concern and contact the Program Chair any time I would like clarification of Program expectations.

I understand that all information regarding a patient or former patient is confidential and is to be used only for educational purposes in the instructional setting.

I understand the clinical education centers vary in location, and all students are expected to meet the same requirements. Therefore, distance and weather do not change the Program schedule unless classes are canceled.

I understand I may not function independently as a dietetic technician and the clinical instructor will determine appropriate supervision. I will notify the Chair of the Dietetic Technician Program if I am working unsupervised in my clinical settings.

I understand, as a student in the Owens Community College Dietetic Technician Program, I represent not only the College, but also the clinical affiliate in my contacts with patients, visitors, and members of the community. The impression I leave with each person is very important to the clinical affiliate and all the people involved with the dietetic team as well as my fellow students. I understand the clinical affiliate reserves the right to refuse admission to any Dietetic Technician student who is involved in any activity not considered professional or conducive to proper patient care.

I understand the dress code and I agree to adhere to the dress code as written.

I understand the disciplinary action policy.

I understand that the Dietetic Technician Program will include academic laboratory and clinical work performed in the classroom, laboratory, hospital and other clinical facilities and will include direct care or exposure to clients with a variety of illnesses and diseases. I, therefore, understand that I may be exposed to disease carrying bacteria and micro-organisms.

I further understand it is **my** responsibility to be familiar with the contents and policies found in the student handbook for the Dietetic Technician Program.

Student Signature

Date

Department Chair/Coordinator

Date

Forms

- Employee Health Log
- FERPA
- Physical (year one)
- Background check
- Incident report
- Corrective action report
- Clinical make-up form
- HIPAA Confidentiality Form

EMPLOYEE HEALTH LOG

Employees are now required by law to report any illness to the person in charge. If you are diagnosed with any of the following illness or experience any of the following symptoms, you MUST report it immediately. OAC 3717-1-2.1

1. Eleven mandatory reportable illnesses: must be diagnosed by a physician and reported to the Health Department.

☒ Salmonella spp.	☒ Campylobacter spp.	☒ Giardia
☒ Salmonella Typhi	☒ Norovirus	☒ Yersinia
☒ Shigella	☒ Vibrio cholera	☒ Hepatitis A
☒ Entamoeba histolytica	☒ Cryptosporidium	
☒ Cyclospora	☒ Shiga toxin-producing Escherichia coli	

2. Acute gastrointestinal infection or illness and its associated symptoms: Employee must be restricted from food handling duties as dictated by the Ohio Revised Code.

☒ Diarrhea	☒ Jaundice
☒ Fever	☒ Sore throat with fever
☒ Vomiting	

3. A lesion containing pus, such as a boil or infected wound, that is open or draining: Must be treated and protected by the following:

- ❖ On hands or wrists, an impermeable cover such as a finger cot or stall- In addition a single use glove must be worn over the impermeable cover at all times.
- ❖ A dry, durable, tight fitting bandage, if lesion is on parts of the body other than hands or arms.

4. Had a past illness from, diagnosed by a health care provider, within the past 3 months due to Salmonella Typhi, without having received antibiotic therapy, as determined by a health care provider;

5. Has been exposed to, or is the suspected source of, a confirmed disease outbreak because the food employee or conditional employee consumed or prepared by a person who is infected with (or)

Has been exposed by attending or working in a setting where there is a confirmed disease outbreak, or living in the same household as, and has knowledge about, an individual who works or attends a setting where there is a confirmed disease outbreak, or living in the same household as, has knowledge about, an individual diagnosed with an illness caused by:

- ❖ Norovirus within the past forty-eight hours of the last exposure;
- ❖ Shiga toxin-producing Escherichia coli, or Shigella spp. with past 3 days of the last exposure;
- ❖ Salmonella Typhi within the past 14 days of the last exposure;
- ❖ Hepatitis A virus within the past 30 days of the last exposure

Employee Name: _____ Signature: _____

Parent or Guardian if employee is a minor: _____

Person in Charge: _____ Date: _____

DATE OF ILLNESS	ILLNESS/AGENT	DIAGNOSING PHYSICIAN	CORRECTIVE ACTION	DATE RETURNED TO WORK	PERSON IN CHARGE

KEEP EMPLOYEE HEALTH LOG IN A CONFIDENTIAL FILE FOR REPORTING



FERPA RELEASE: Letter of Recommendation

Name of Student _____
Print Name: First & Last _____ OCID _____

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I the undersigned, hereby authorize (Print Instructor Name) _____ to write a letter of recommendation in which he/she may reference the following educational records and information (Please list educational records information that will be included, such as: Grades, GPA, etc.):

To: _____
(Print: Name and Address of receiving party provided by student)

(Address)

for the purpose of (providing a recommendation for employment or scholarship):

I understand further that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to Owens Community College, but that any such revocation shall not affect disclosures previously made by Owens Community College prior to the receipt of any such written revocation.

___ I waive my right to review a copy of this letter at any time in the future

___ I do not waive my right to review a copy of this letter at any time.

Student's Signature _____ Date _____

THIS INFORMATION IS RELEASED SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF FERPA AND OTHER APPROPRIATE STATE AND FEDERAL LAWS AND REGULATIONS, WHICH PROHIBIT ANY FURTHER DISCLOSURE OF THIS INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED BY SUCH REGULATIONS.

**OWENS COMMUNITY COLLEGE
DIETETIC TECHNICIAN PROGRAM
PO BOX 10,000 OREGON RD
TOLEDO, OH 43699-1947
PHYSICIAN'S REPORT
PHYSICAL EXAMINATION
Program Year 1**

DUE TO
Clinical Teaching Faculty
NOVEMBER 22, 2016

TO THE HEALTH CARE PROVIDER: Please complete the examination, sign this report, and return to the College at the address listed above.

TO BE COMPLETED BY STUDENT:

Name _____
Last First Middle

Address _____
Street City State Zip

Telephone Number: (____) _____ Date of Birth _____

Social Security Number: _____

CONSENT: I understand that this exam form, including laboratory results will be sent to the Chair of Dietetic Technician Program.

Student Signature

Date

Physician to be contacted in case of emergency

Phone Number

TO BE COMPLETED BY HEALTH CARE PROVIDER

History

History: Provide summary of significant symptoms and illnesses from complete history:

Does the student have an allergy to latex?

- No
 Yes Please specify the nature of the allergy. _____
Attach associated laboratory testing and provide clinical recommendations for the student. _____

Does the student have any allergies to medications, food, environmental substances or other?

- No
 Yes List: _____

Is the student subject to classroom emergency?

- No
 Yes Please explain: _____

Signature

Date

Name _____

SS# _____

Immunization Record

Attach lab results and/or vaccination record

Measles/Mumps/Rubella

Mumps IGG REQUIRED. If 2 documented MMR doses, titers for Rubeola and rubella not necessary. If unable to document 2 doses, titers (IGG) REQUIRED.

*Mumps IGG Date: _____ *Attach lab result*
**MUST HAVE MUMPS IGG DRAWN EVEN IF HAD 2 MMRS OR THE DISEASE*
MMR #1 _____ MMR #2 _____
- *Attach vaccination record* -

Rubeola IGG Date _____ *Attach lab result*
Rubella IGG Date _____ *Attach lab result*

Note: If either result is equivocal or negative determine if vaccination is necessary and document.

Varicella

Obtain titer (IGG). Immunize if negative and not contraindicated.

VZV IgG Date _____ *Attach lab result*

Varicella Vaccination #1 _____
#2 _____ (4 -8 weeks later)

Hepatitis B

*Obtain antigen (HBsAg). Immunize * if negative OR
If 3 dose vaccine series completed, do antibody (HBsAb).*

HBsAg Date _____ *Attach lab result*
Hepatitis B vaccination series
#1 _____
#2 _____ (1 month later)
#3 _____ (5 months later)
HBsAb Date _____ *Attach lab result*

Note: If equivocal or negative, determine if booster(s) necessary and document. A current HBsAg is also required.

*If individual refuses immunization a declination (waiver) form must be completed and a yearly HBsAg must be submitted to the DT Program. Declination forms are available in the dietetic technician office.

Tetanus

Immunize if last dose was administered more than 10 years ago.

Date _____

Signature _____

Date _____

Name _____ SS# _____

Tuberculosis

2 step first year, then 1 step yearly Note: Tine test is NOT accepted.

Step 1 PPD 0.1 ml ID READ IN 48 - 72 HOURS Date administered _____ Date read _____ Results _____	Step 2 (7 – 60 days after Step 1) PPD 0.1 ml ID READ IN 48 – 72 HOURS Date administered _____ Date read _____ Results _____
Chest X-ray required if Mantoux is positive, yearly for three years after first converting to positive. CXR date _____ Attach copy of interpretation.	
Absence of active disease <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain:	

Physical Examination

Height	Weight		
Temperature	Pulse		
Respiration	Blood Pressure		
Eyes (include Snellen)	OD	OS	OU
Hearing	AD	AS	AU
General Appearance <input type="checkbox"/> WNL	Except:		
Skin <input type="checkbox"/> WNL	Except:		
HEENT <input type="checkbox"/> WNL	Except:		
Respiratory <input type="checkbox"/> WNL	Except:		
Cardiovascular <input type="checkbox"/> WNL	Except:		
Neurological <input type="checkbox"/> WNL	Except:		
Musculo-Skeletal <input type="checkbox"/> WNL	Except:		
Abdomen <input type="checkbox"/> WNL	Except:		
Is this individual fit for duty and free of communicable disease? <input type="checkbox"/> Yes <input type="checkbox"/> No *			
*If no, please explain:			

After this examination, do you believe that this person’s health history, physical and mental health findings justify his/her undertaking the Dietetic Technician Program, including clinical experience with direct patient contact in health care agencies?

Yes No *

*If no, please explain:

Signature (MD or DO ONLY) _____ Date _____

Address Stamp (REQUIRED):

FINGERPRINTING REQUEST APPLICATION

Last Name: _____ First Name: _____

Aliases or Nicknames: _____ Social Security # _____

*Have you been a resident of Ohio for the past five consecutive years? YES NO

MOST CURRENT ADDRESS: _____

**List your legal residence (include complete street address, apartment number, city, state, and zip code)*

Phone number to reach you at: _____

Please be sure to complete this section for all areas of need

Reason you are being fingerprinted:

- Child Care Center, Public School District, OPOTA, Security, Home Health/Elderly, Home Health/Children, Massage Therapy, Dental, Medical Imaging, Nursing, Occupational/Physical Therapy, Other: Dietetic Technician Program

*If you are not an Owens member, please skip to Licensing purposes

Name of person/department at Owens to receive results: Joann Gruner, Dietetic Technician Program

Applicant or Prospective Owens employees: Department index to be charged: _____

Supervisor/Department Representative Signature: _____ Campus _____

If this request is for licensing purposes and a direct copy needs to be sent, please select from the list below:

- Ohio Board of Nursing, Ohio Department of Education, OPOTA, Ohio Dept. of Liquor Control, Ohio Dept. of Public Safety/PISG, Ohio Department of Insurance, Other License: _____

Mail results to this address -Please fill out completely **will be sent by BCI OR FBI NOT Owens **PLEASE NOTE WE CANNOT FAX RESULTS TO EMPLOYERS/BUSINESSES**

Business Name Dietetic Technology Program, Owens Community College

Business Address PO Box 10,000

City Toledo State OH Zip 43699

IF RESULTS ARE NOT BEING MAILED, CHECK AND INITIAL HERE: _____

I would like to pick up a copy when ready Yes No **You cannot receive a copy if there is an address above)

Check the appropriate box: (At least one background option must be selected.)

- BCI only, FBI only, BCI and FBI together

DATE STAMP

Signature of person being printed Date

Signature of Dept. of Public Safety Customer Service Representative Date

**Owens Community College
Dietetic Technician Program
Academic/Professional Standards Student Incident Report**

The following incident report was issued and has been informally resolved.

NAME	SITE *	DATE
------	--------	------

I have observed the following behavior, performance or violation of professional standards.

I have reminded the student of the following expectations / requirements:

I have informed the student of the following consequences if changes are not made:

I have read the above statements and understand I may submit written comments.

Preparer's Signature: _____ Date: _____

Student: _____ Date _____

1

**Dietetic Technician Program
Academic/Professional Standards Student Incident Report**

Corrective Action Assignment

NAME OF STUDENT: _____

DATE AND TIME OF INCIDENT: _____

NAME OF INSTRUCTOR: _____

NAME OF COURSE: _____

INSTRUCTOR'S DESCRIPTION OF INCIDENT AND STUDENT BEHAVIOR(S):

STUDENT COMMENTS:

I _____ (student name) have consulted with
_____ (instructor's name) concerning the above
incident and behavior(s) and agree to the following action plan:

Corrective Action Assignment Topic: _____ Due Date: _____

Oral Report Session : _____ (with Faculty, Chair/Coordinator and/or Dean)

I also agree to be responsible for initiating a weekly appointment with my instructor for the purpose of discussing methods for improving and evaluating my progress regarding the above incident/behavior(s).

STUDENT SIGNATURE: _____ DATE: _____

INSTRUCTOR SIGNATURE: _____ DATE: _____

CHAIR/COORDINATOR SIGNATURE: _____ DATE: _____

CLINICAL MAKE UP DAY REPORT FORM

STUDENT NAME: _____

CLINICAL SITE: _____

During the Fall/Spring/Summer Semester, I missed _____ clinic hours.

I will make the time up on the following days and times:

- | | DATE | HOURS |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |

Student Signature and Date

Instructor's Signature and Date

Program Chair, Dietetic Technician Program, Signature and Date

**Confidentiality Statement
Dietetic Technology Program**

A major goal of the HIPAA health information privacy and security rule is to assure that individuals' health information is properly protected and secured while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and wellbeing.

As a student in the Dietetic Technology Program and representing Owens Community College, I understand that I will be reviewing and using, for educational purposes as well as the provision of supervised treatment and/or care, a client/patient's health information.

- Client/patient health information is confidential and must not be disclosed or discussed with the client/patient, their family, visitors or with anyone who is not directly concerned with the care and treatment of the client/patient.
- Conversations concerning health information must not take place in public areas or where such conversations could be overheard by personnel/others not related to the care and treatment of the patient/client being discussed.
- Unauthorized access, modification, destruction and breach of security of health information, including your own is applicable to the confidentiality standards.
- When confidential health information is being used for educational purposes, such as case studies or written reports, all client/patient identifiers must be removed.
- The healthcare institution shall retain custody and control of all client/patient health information at all times. Client/patient health information shall not be removed or copied by students. If a written request is made by a student, the healthcare institution may choose to allow the copy or removal of files, but the healthcare institution shall maintain responsibility at all times.

I acknowledge it is my responsibility to understand the above information and conduct my behavior accordingly. Failure to abide by these standards will be considered a student incident of professional and academic standards. Disclosure of client/patient health information may also be grounds for legal action brought by parties who deem the disclosure to be negligent and harmful.

Signature

Date

Printed Name

Date

