**MC900335322[1]**

Certified Dietary Managers Certificate

###### STUDENT HANDBOOK

###### 2020-2021

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**Certified Dietary Managers**

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**WELCOME**

*Congratulations on selecting the Certified Dietary Managers 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 Certified Dietary Manager.*

*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******Beth Williams, MPH RDN, LD***

*Department Chair, Food, Nutrition & Hospitality Clinical Teaching Faculty*

*Program Director, Certified Dietary Manager Certificate Certified Dietary Manager Certificate*

*Owens Community College Owens Community College*

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MISSION OF THE COLLEGE

*The Owens Community College mission is to foster student and community success by providing high quality and affordable education that leads to rewarding careers, personal growth, and regional economic strength.*

MISSION OF THE CERTIFIED DIETARY MANAGER CERTIFICATE

The Certified Dietary Manager Certificate prepares graduates to become Certified Dietary Managers with competent entry-level skills in foodservice management and nutrition practices for today's and tomorrow's foodservice markets.

DESCRIPTION OF THE PROGRAM

A Certified Dietary Manager is a foodservice manager responsible for menu planning, staffing, purchasing and preparation of meals in hospitals, long-term care facilities, assisted living centers, and other noncommercial settings such as schools and correctional facilities. Dietary Managers are trained in understanding the basic nutritional needs of their clientele. They work in partnership with dietitians and dietetic technicians, who offer specialized nutrition expertise. The certificate includes academic courses and 150 hours of field experience (clinicals). Upon completion of the certificate, graduates are eligible to take the nationally recognized CDM Credentialing Exam offered through the Certifying Board for Dietary Managers (CBDM). [www.CBDMonline.org](http://www.CBDMonline.org).

### STUDENT LEARNING OUTCOMES

Students will:

1. Apply basic principles of food sanitation and safety in the food service operation.
   * Measure: 85% of students will demonstrate knowledge of food sanitation and safety by achieving a score of 75% or better on the NRAEF ServSafe Manager Exam.
2. Evaluate menus based on nutrition standards and industry requirements.
   * Measure: 85% of students will score 80% or better on the cycle menu development project.
3. Perform nutrition screening functions to identify clients or patients to be referred to a registered dietitian.
   * Measure: 85% of students will score a "4 - competent" on the nutrition screening assignment.
4. Perform quality improvement activities to improve food and nutrition services.
   * Measure: 85% of students will score a "4-competent" on the competency evaluation of a tray audit/meal round assignment.

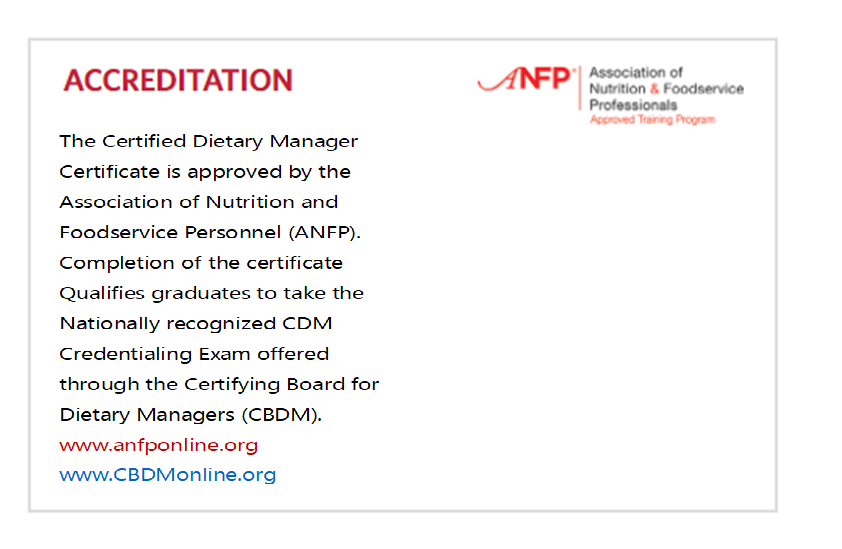
**STUDENT HANDBOOK GUIDELINES**

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 Certified Dietary Manager Certificate 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



# 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>

CERTIFICATE CURRICULUM

Looking for a career in foodservice management but are not currently working and have no prior work experience? The Certified Dietary Manager Certificate for college-credit (25 credits) provides additional culinary and nutrition courses to better prepare you for entry into the job market. This program includes field experience placement and qualified preceptor.

* Semester 1 (16 credits)
  + FNH 121 – Basic Nutrition, Credits 2 (Lec: 2)
  + FNH 135 – ServSafe, Credits 2 (Lec: 2)
  + FNH 112 – Fundamentals of Food Production, Credits 3 (Lec: 2, Lab: 4)
  + FNH 212 - Essentials of Supervision, Credits 3 (Lec: 3)
  + FNH 230- Purchasing & Cost Controls, Credits 3 (Lec: 3)
  + IST 131 – Computer Concepts and Applications, Credits 3 (Lec: 3)
* Semester 2 (9 credits)
  + FNH 102 – Applied Nutrition, Credits 3 (Lec: 3)
  + FNH 270 - Techniques of Healthy Cooking, Credits 3 (Lec: 2, Lab 3)
  + FNH 190 – Nutrition Applications Clinical Lab, Credits 1 (Other 5)
  + FNH 289 - Systems Management Clinical Lab, Credits 2 (Other 10)

**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 ACCUPLACER 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. Declare Certified Dietary Manager Certificate (ZCDM) as your major. The certificate is eligible for financial aid. Refer to the Owens website, <https://www.owens.edu/tuitionaid/> for additional information.

Additional requirements include:

* Be endorsed by the administrator of the facility and the registered dietitian who will act as your preceptor
* Complete a physical and background check if required by your employer

Complete an on-line course management orientation in Blackboard. If you have never taken an online course before, the Student Blackboard Orientation will provide useful tips on Blackboard and online learning. [Blackboard Orientation](https://blackboard.owens.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_1_1)

* Open Blackboard and look for the top left menu item, Student Blackboard Orientation.
* Click on the “Click here to self-enroll”.
* You will be directed to a self-enrollment page that will ask you to confirm your choice.
* Click ‘OK’ in the lower right of this web page to enroll in the course. (You are now registered for this course and can access it from your Blackboard Homepage.)
* You will be redirected to the Web Preparation course for Owens.
* Navigate back to your Blackboard Homepage by clicking the ‘My Course’ tab to re-enter any course you are registered for.
* Have access to a computer and read e-mails and course announcements frequently
* Maintain a 2.0 grade point average (GPA) and achieve a grade of “C” or better in all program courses.

**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 foodservice management.

Pre-professional membership to the Association of Nutrition and Foodservice Professionals (ANFP) is included with course fees.

**Benefits to joining ANFP include:**

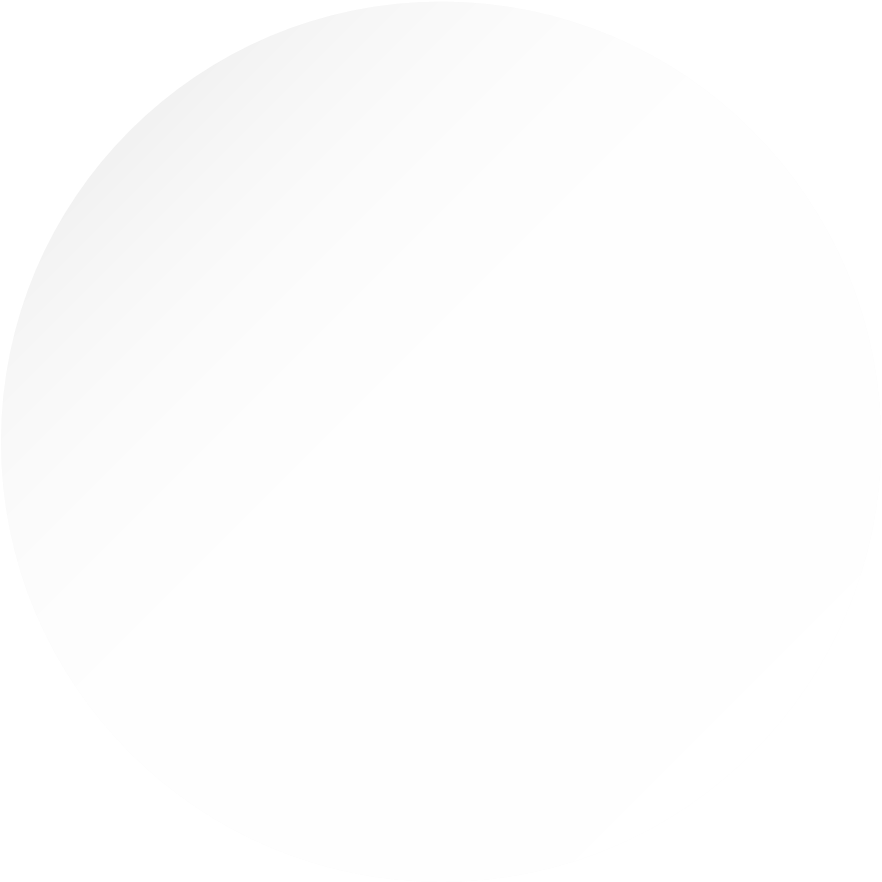
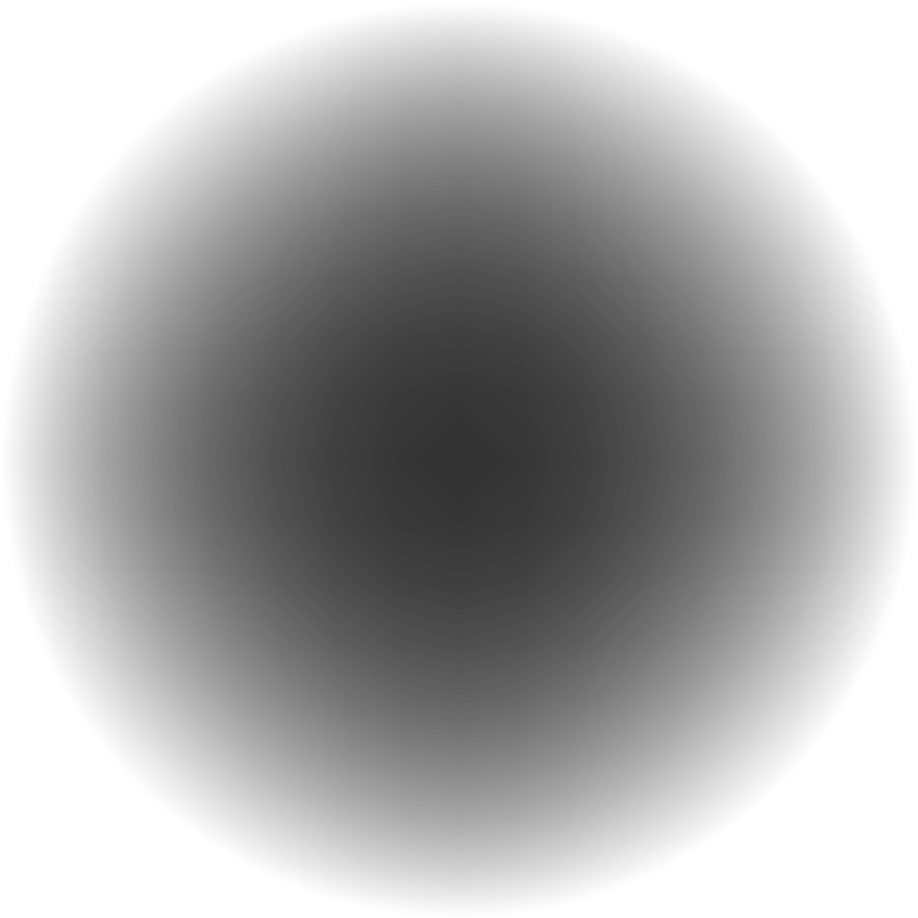
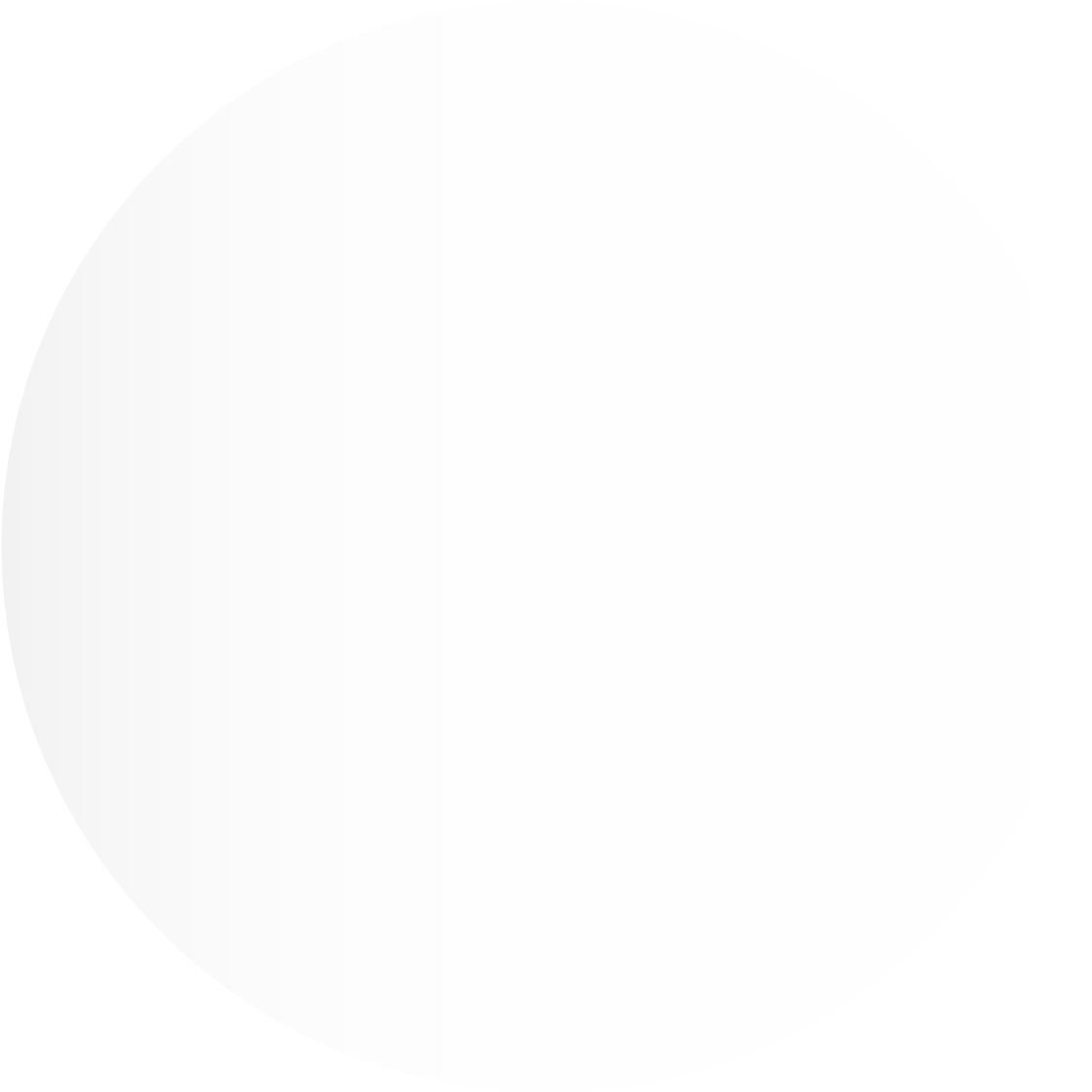
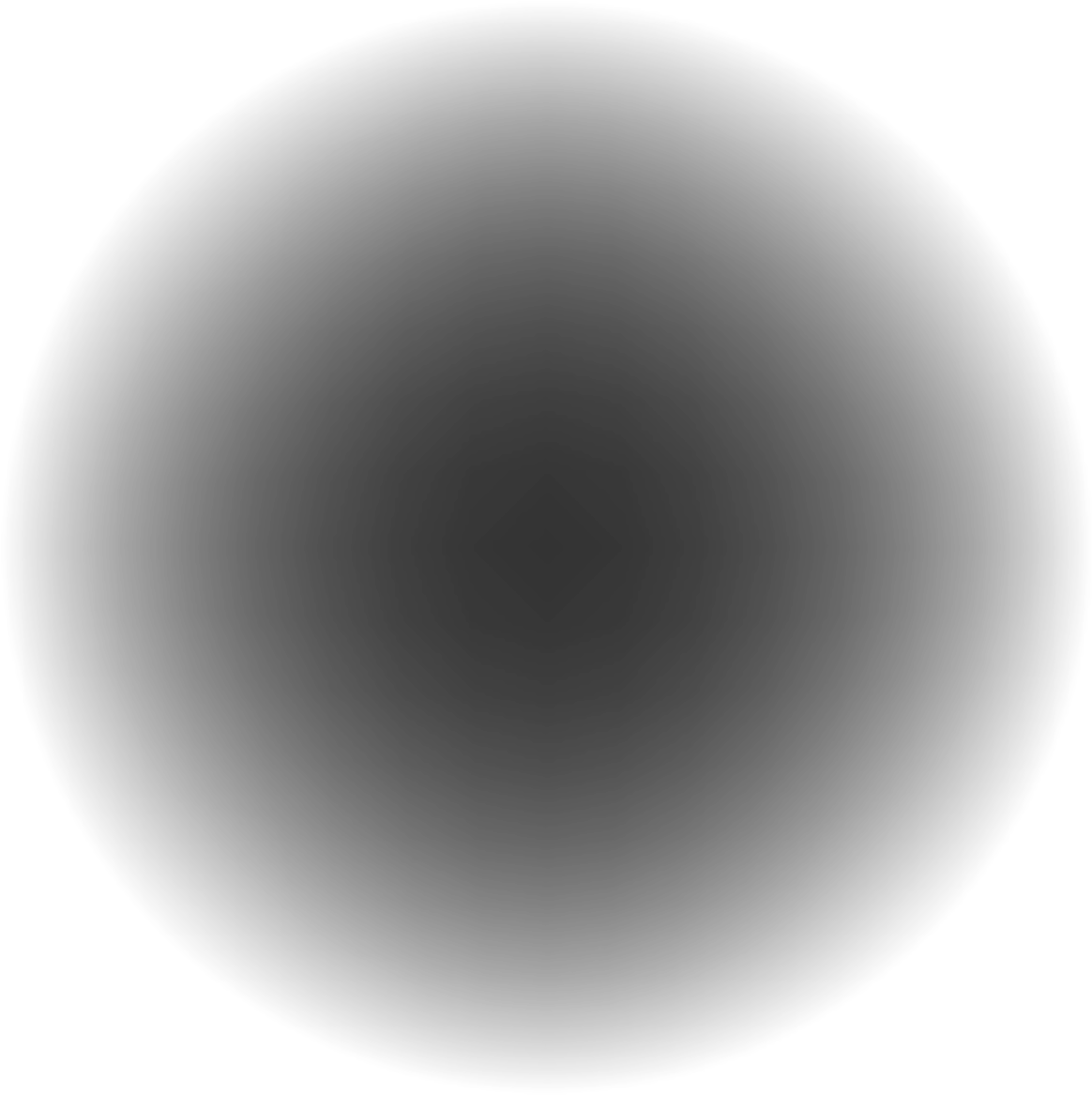
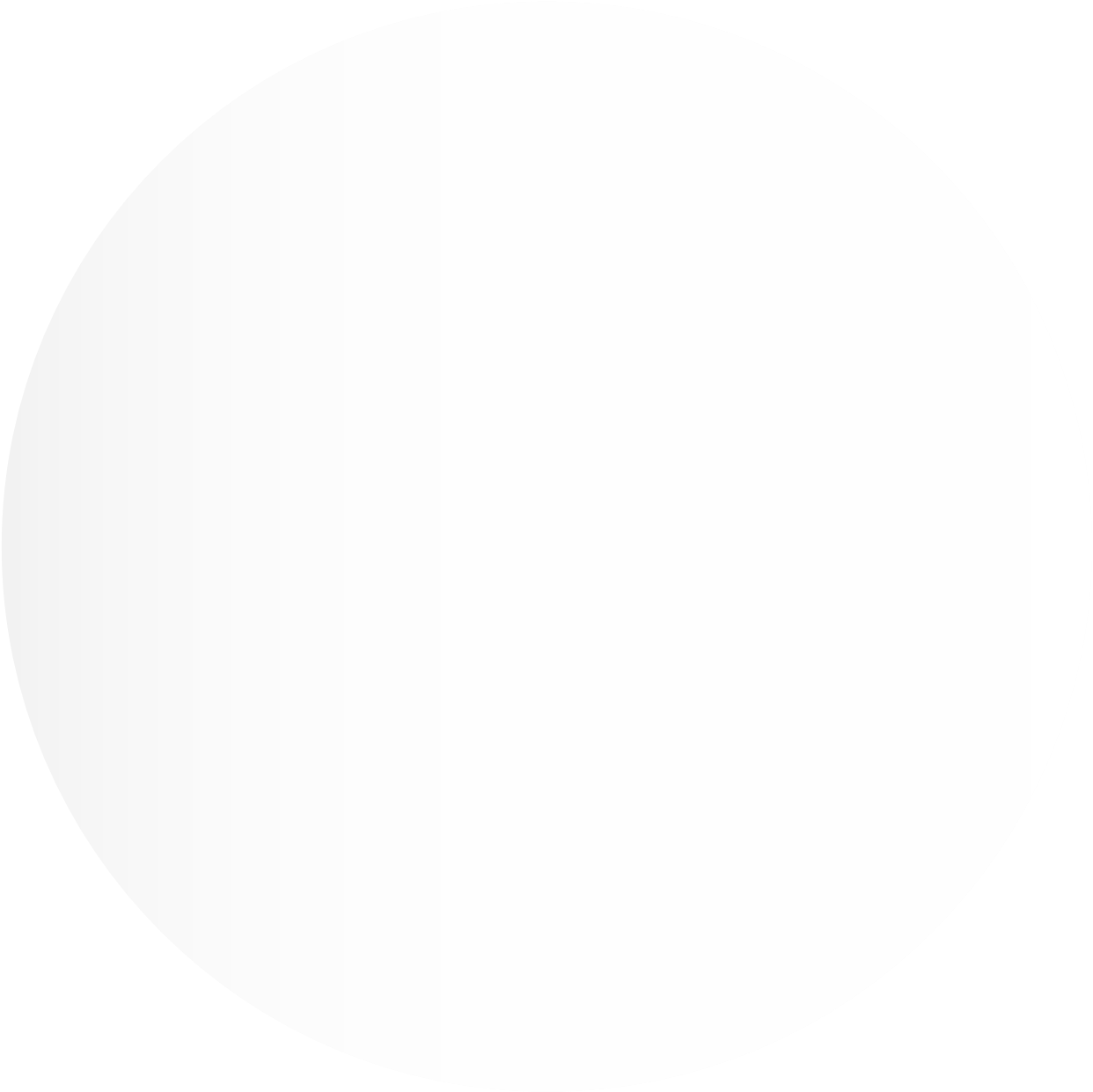
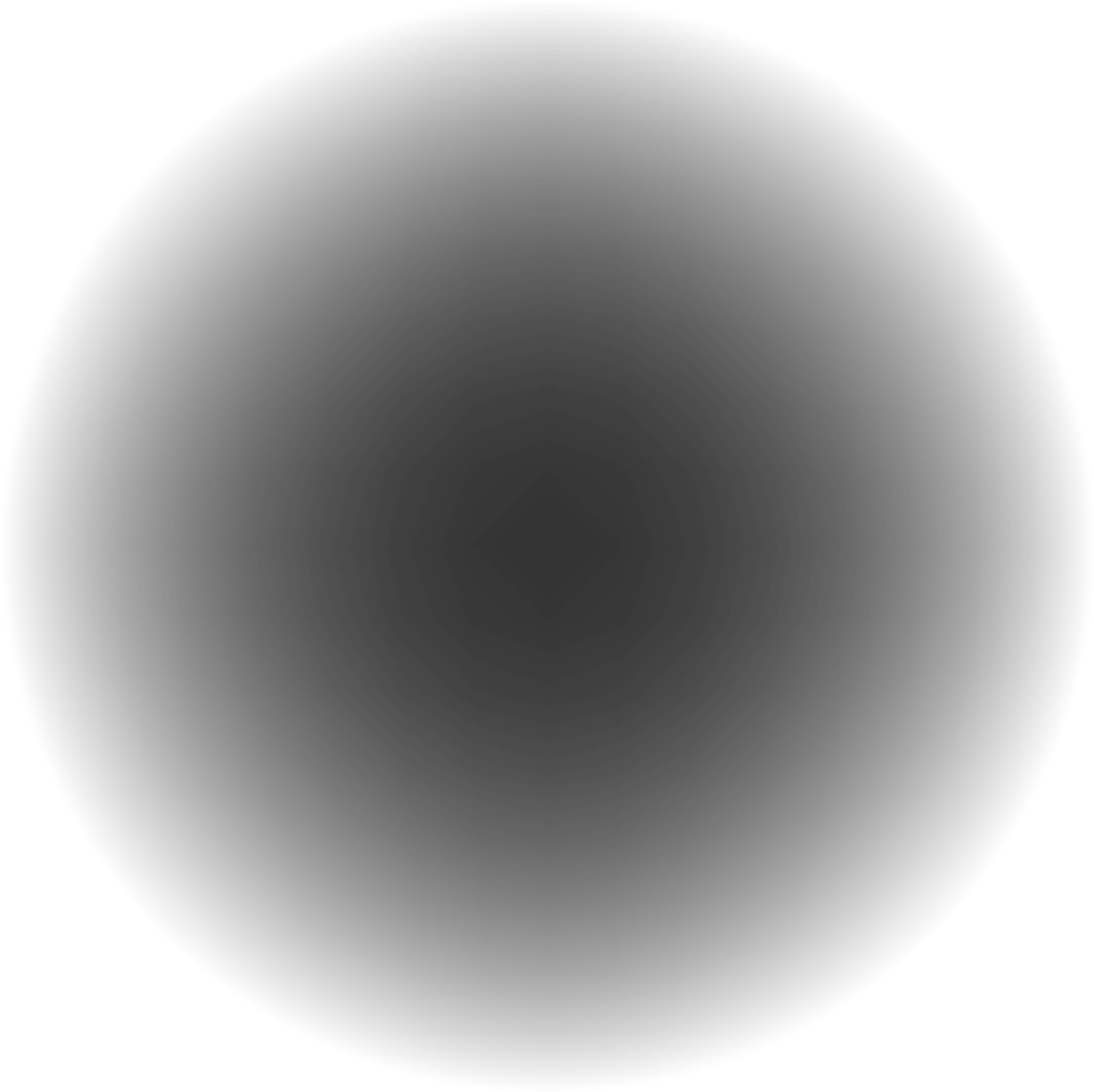
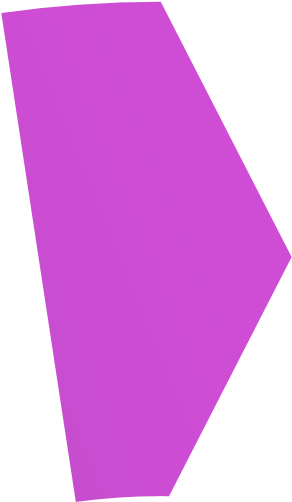
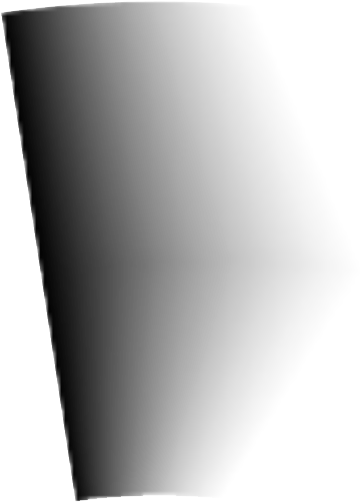
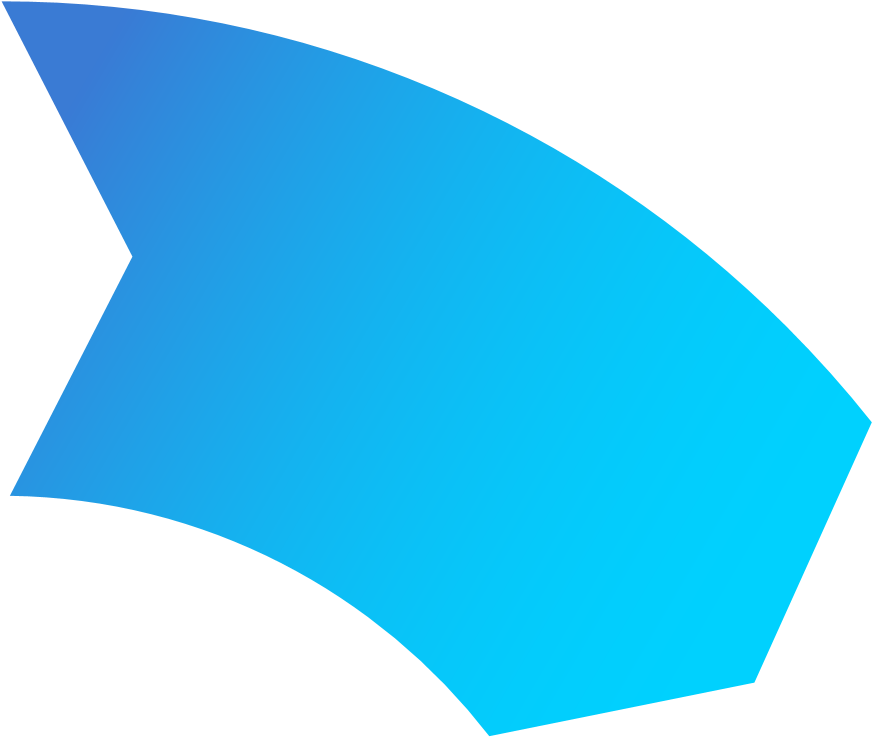
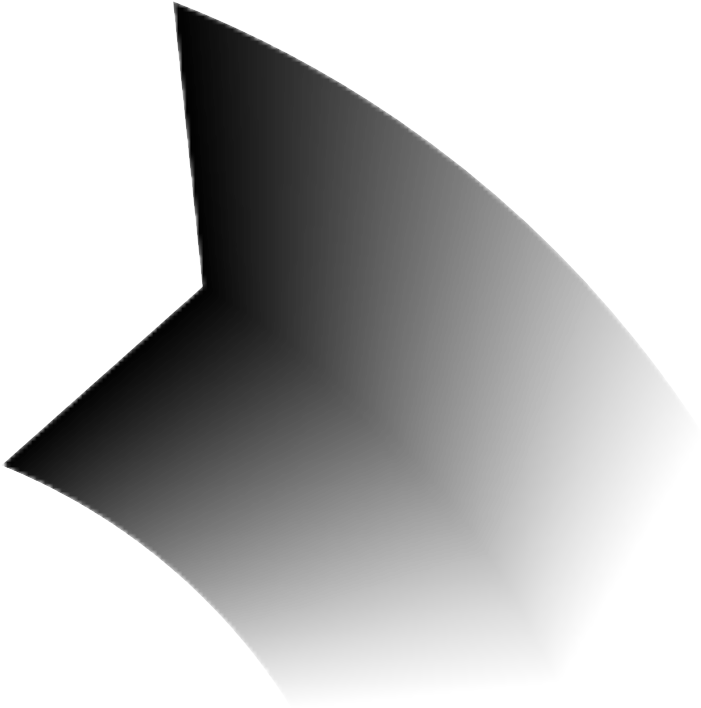
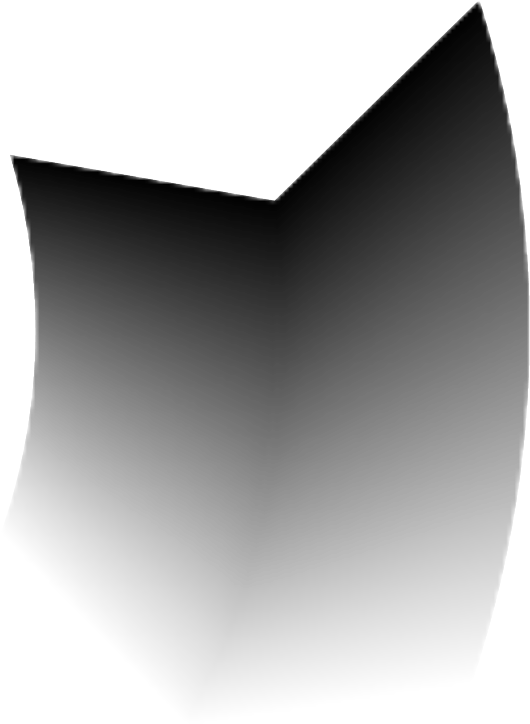
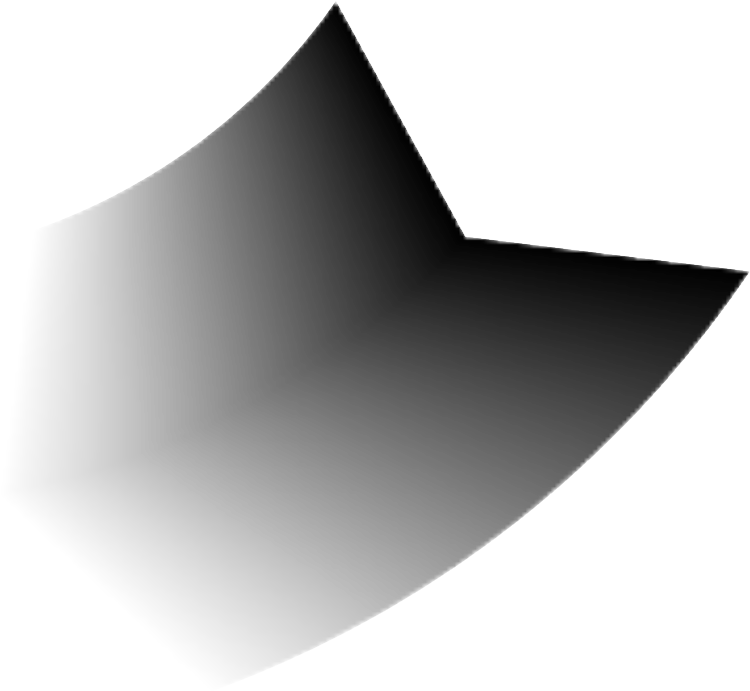
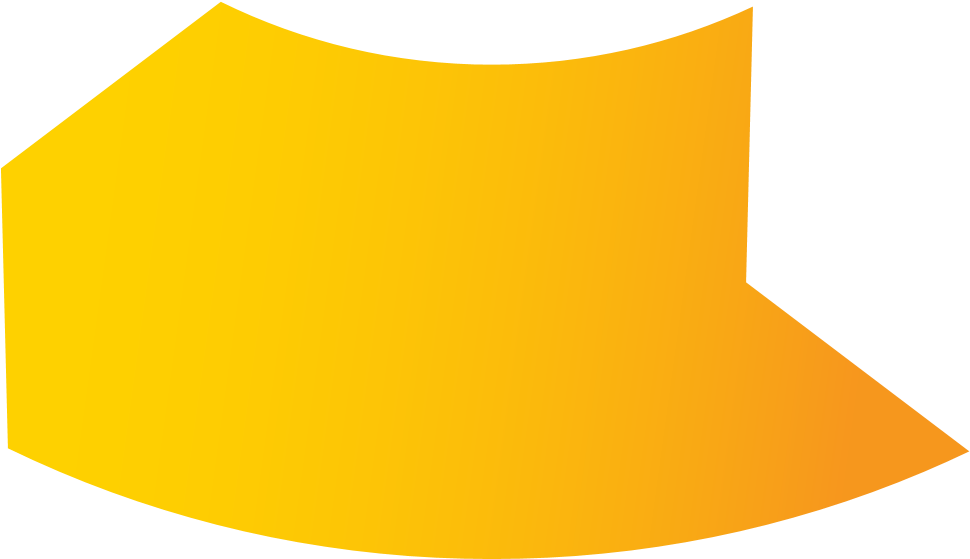
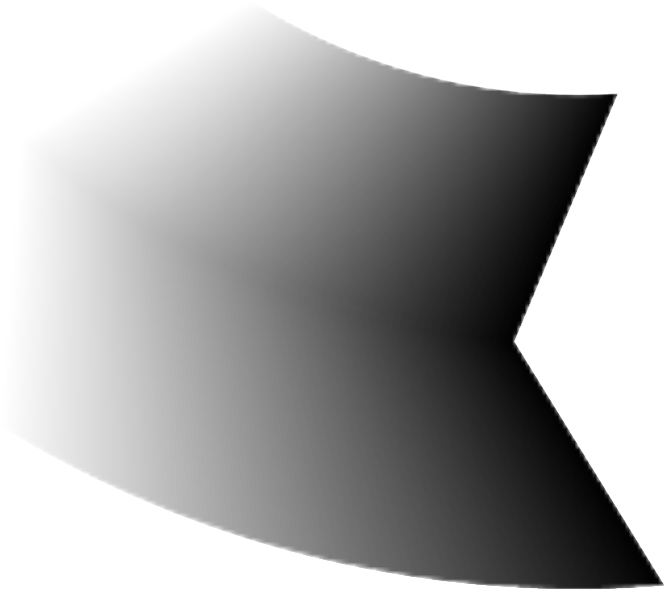
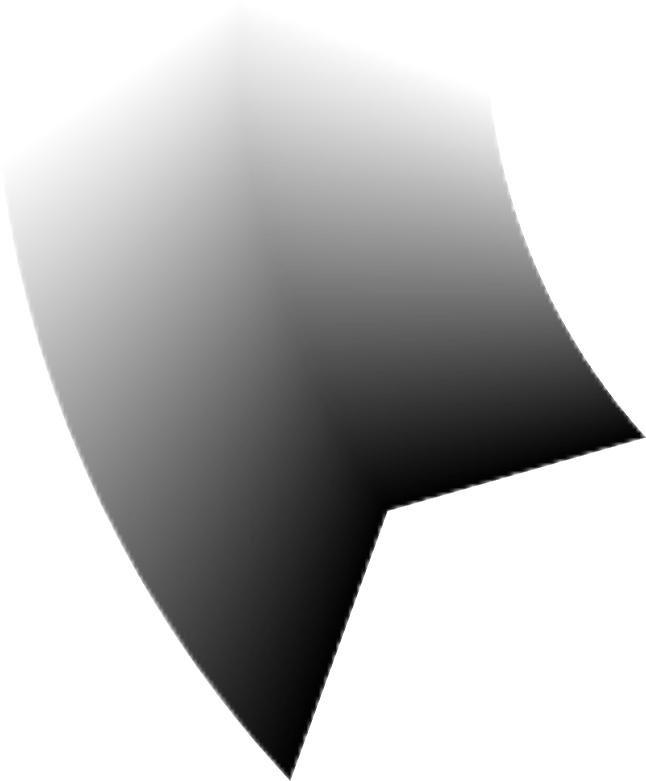
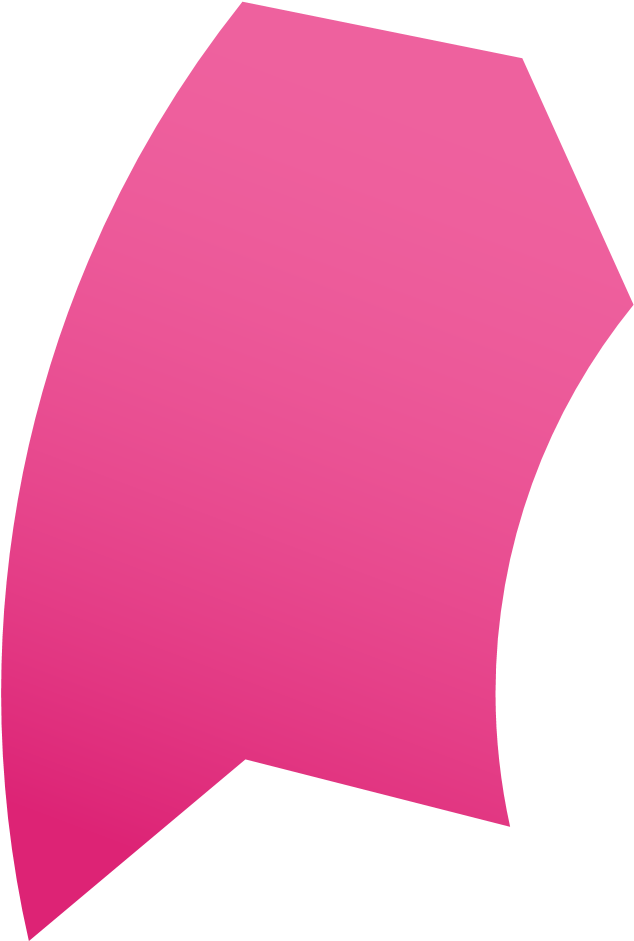
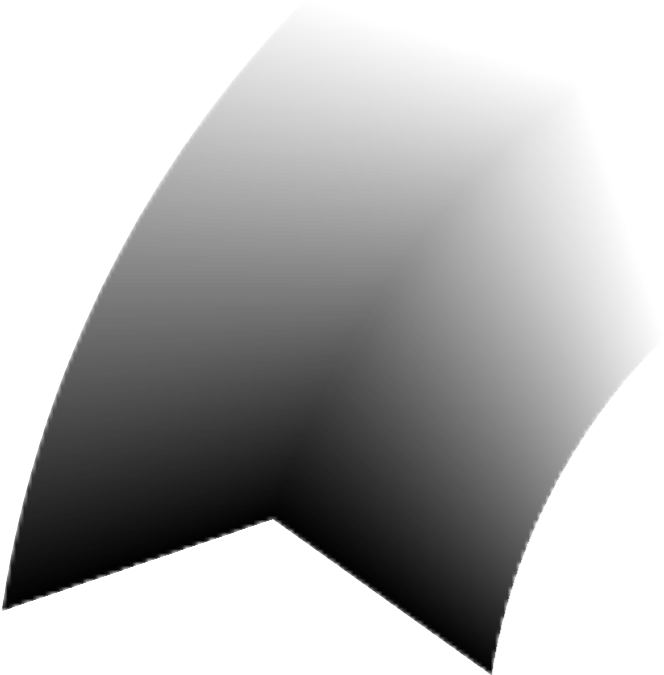
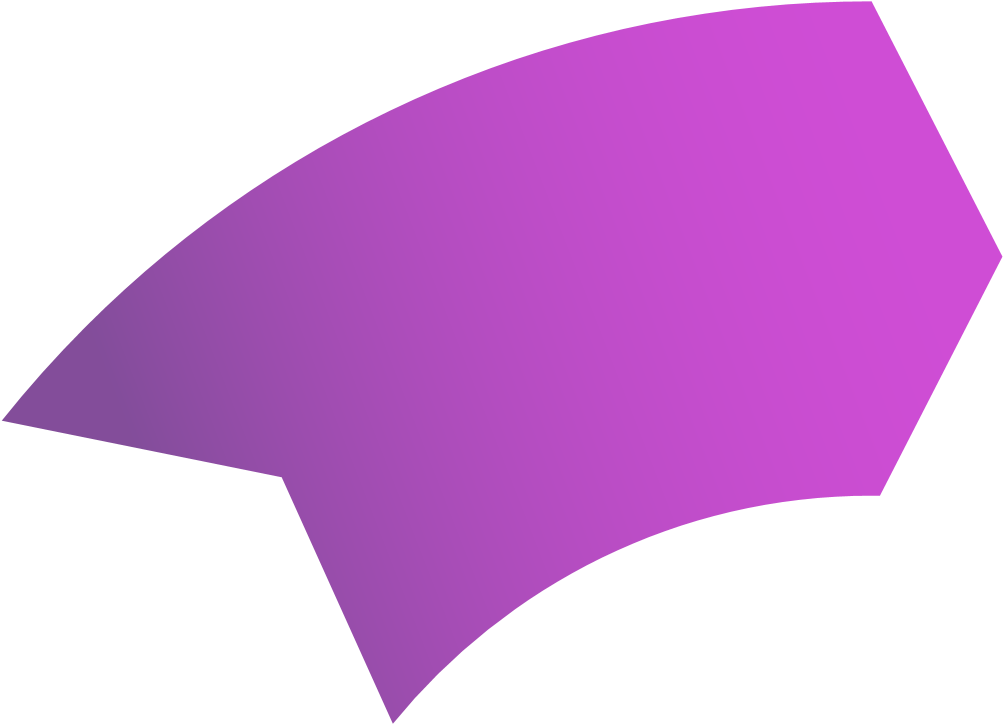
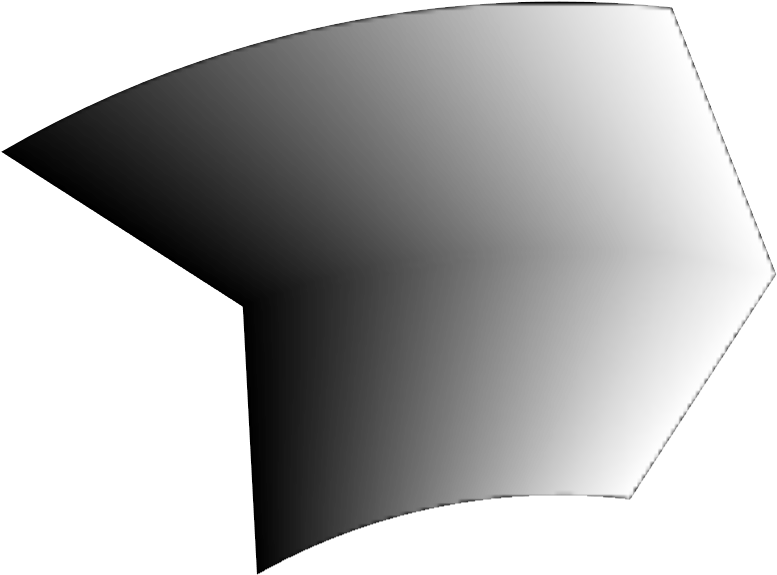
* Professional publications and resources
* Industry news
* Career, job and networking opportunities
* Continuing education
* State and regional conferences
* Discounts to products and publications

Upon completion of the program, graduates are eligible to take the certification of exam offered through the Certifying Board of Dietary Managers. Once certified, membership options include full professional membership to ANFP. For more information on ANFP and benefits of membership visit, <http://www.anfponline.org/about-anfp/anfp-membership/benefits>

**CERTIFIED DIETRY MANAGER, CERTIFIED FOOD PROTECTION PROFESSIONAL EXAM ELIGIBILITY**

The Certified Dietary Manager Certificate prepares graduates to be foodservice managers responsible for menu planning, staffing, purchasing and preparation of meals. Dietary Managers are trained in understanding the basic nutritional needs of their clientele and the production of nourishing meals. The certificate includes academic courses and 150 hours of field experience (clinical). Upon completion of the certificate, graduates are eligible to take the nationally recognized CDM Credentialing Exam offered through the Certifying Board for Dietary Managers (CBDM). [www.CBDMonline.org](http://www.CBDMonline.org).

**CDM, CFPP Certification Process**



**1**

**2**

**3**

**4**

**5**

**6**

**7**

**Certification**

**Process**

**Overview**

®

®

**Meet**

**Eligibility**

**Requirements**

**Prepare**

**for the**

**certification**

**examination in**

**a manner of**

**your choice**

**Apply**

**for the**

**examination**

**If eligible,**

**schedule**

**examination**

**with PSI**

**Complete**

**examination**

**as scheduled**

**Achieve**

**passing score**

**on examination**

**and activate**

**credential**

**Meet Certification**

**Renewal**

**Requirements**

**CDM, CFPP Certification Process**

1. Meet Eligibility Requirements:Individuals must qualify for the exam under one of the current pathways of eligibility. Each pathway is a combination of formal education from an accredited post-secondary education institution and full-time work experience in non-commercial food service management. Learn more [here.](https://www.cbdmonline.org/get-certified/eligibility)

Approved Training Program

One of the most popular pathways, Pathway I, is for graduates of an ANFP Approved Nutrition and Foodservice Professional Training Program.

Accredited post-secondary education institutions can apply to become an approved (not accredited) ANFP Nutrition and Foodservice Professional Training Program provider. ANFP approved education programs have met the requirements established by ANFP of the required minimum of 120 classroom hours and 150 field experience (FE) hours that are determined by the CDM Credentialing Exam content outline.

* + Of the 150 FE hours, 50 hours are precepted hours.
  + For the precepted hours, 25 Nutrition hours must be precepted by an RD and 25 Foodservice hours must be precepted by an RD, DTR, or CDM, CFPP.

Students are eligible for [ANFP Pre-Professional membership.](https://www.anfponline.org/about-anfp/anfp-membership) Graduates of an ANFP approved program who are verified by ANFP to have graduated from that Program are eligible to sit for the CDM Credentialing Exam under eligibility Pathway I as well as for ANFP professional membership.

1. Prepare for the exam in a manner of the exam candidate’s choice. Study materials are available in the [ANFP Marketplace.](https://nf.anfponline.org/eweb/DynamicPage.aspx?site=ANFP&webcode=AGSStore) Other resources are available in the [ANFP Student Resource Center.](https://www.anfponline.org/education/students)
2. Apply for the exam. To apply for the exam, an individual must submit a completed exam application with all required documentation and the exam fee for CBDM review and approval. Access the exam application [here.](https://www.cbdmonline.org/docs/default-source/legacy-docs/docs/examcandidatehandbook.pdf)
3. When approved, an individual has 90 days to **schedule the exam** with the exam services provider. Information about the process will be provided to the individual via an e-mail from ANFP.
4. Complete the exam as scheduled.
   * + The exam is computer-based and consists of 160 multiple-choice questions. Examinees are allowed three hours to complete the exam.
     + Questions are based on professional situations in which a dietary manager would have to make a decision or solve a problem.
     + Scenarios are presented and the examinee must select the appropriate response from among the multiple choices.
     + Exam questions are based on content in two ANFP textbooks: Nutrition Fundamentals and Medical Nutrition Therapy, 2nd Edition (2018), and Foodservice Management By Design, 2nd Edition (2018). Sanitation and food safety-related questions are also based on the FDA Food Code (2017), available free at [www.fda.gov.](http://www.fda.gov/)
5. If an individual passes the exam, they must activate the certification within one year of the date that they passed the exam. Failure to do so results in the certification being terminated. Learn more [here.](https://www.cbdmonline.org/get-certified/activate)
6. Meet Certification renewal requirements
   * Pay the annual certification fee.
   * Earn 45 hours of eligible continuing education (CE) every three years, of which nine CE hours must be related to Sanitation and Safety and one CE hour must pertain to Professional Ethics. CE program content must pertain to the areas of Nutrition, Foodservice, Personnel and Communications, Sanitation and Safety, and Business Operations.

Learn more [here](https://www.cbdmonline.org/maintain-your-credentials) about the CBDM policy for maintaining the CDM, CFPP certification, including eligible CE requirements, how to report CE and the CE Audit process.

**PROGRAM COSTS, AY 2019**

Tuition and Fees (based on 24 credits and in-state residency) $5,834.00

Course Fees $ 620.00

Books (based on purchase of new books, less expensive options

may be available) $ 870.25

CDM Exam $ 400.00

Total CDM certificate cost $7,724.25

For information on financial aid, scholarships and payment methods visit, <https://www.owens.edu/tuitionaid/index.html>. Costs are estimated and may change. Refer to College website for further information.

**WITHDRAWAL FROM COURSES/PROGRAM**

Lack of attendance does not constitute eligibility to receive refunds, or guarantee the waiver of College fees. To be eligible for a refund, students must follow the official withdrawal procedures that can be found at the [Registration (Add/Drop Class) Instructions](https://www.owens.edu/records/add-drop-ins.html) webpage <https://www.owens.edu/records/add-drop-ins/>. The date of withdrawal processed through the Records Office is the date used to determine the amount of tuition and fees that are refunded.

**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 Certified Dietary Managers certificate (ZCDM). Go to <http://catalog.owens.edu/> to view the curriculum degree planner.

**ACADEMIC ADVISING**

Academic planning and advising is best achieved by meeting with your Academic Advisor, Chair of the Program or the Course Instructor.

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 Academic Success Centers. Advisors are accessible via phone, e-mail, 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/CRITERIA FOR CERTIFICATE COMPLETION

Students in the Certified Dietary Manager Certificate must earn a “C” or better in each program course and maintain a GPA of 2.0 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 and Association of Nutrition and Foodservice Professionals (ANFP) standards. Required hours for completion of academic and field experience work is mandated. Failure to complete required hours will result in non-passing of course. Refer to course syllabus for further guidelines.

**GRADING SCALE**

|  |  |
| --- | --- |
| 92 – 100% | A |
| 83 – 91% | B |
| 74 – 82% | C |
| 65 - 73% | D |
| 0- 64% | F |

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 their advisor for questions or assistance.

In order to graduate, a student is required to submit a petition for degree completion. College Records will review the student’s transcript for eligibility to graduate. This assures that all certificate program requirements have been met. Upon verification of completion, the program manager will provide to CBDM all pertinent information needed for the graduate to take the certification exam.

ACADEMIC PROBATION, DISMISSAL, AND READMISSION

1. A student is placed on academic probation when the GPA falls below 2.0. Students placed on probation must meet with their Advisor prior to registering.
2. Academic dismissal occurs if a student fails to achieve a GPA of 2.0 for three consecutive semesters. The student is prohibited to register for one semester following a dismissal.
3. A second academic dismissal prohibits the student from enrolling for three consecutive semesters.
4. Contact an advisor who will assist in developing a written academic plan for readmission to resolve the academic problems.
5. The plan is submitted to the Program Chair for approval.

**ACADEMIC AND PROGRAM SCHEDULE**

The Certified Dietary Manager Program follows the Owens State Community College academic schedule, <https://www.owens.edu/academics/academic-calendar/>. Field experience 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.

PURPOSE OF FIELD EXPERIENCE

Field experience hours provides students with the opportunity to apply knowledge learned and gain entry-level competency as a Certified Dietary Manager. 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 field experience hours.

**HEALTH REQUIREMENTS**

Students are required to meet the health requirements for their employment or field experience site. This may include a physical examination, laboratory tests (titers), and required immunizations. Some field experience 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 the employer or field experience site requirements. Failure to comply will result in the student being denied access to the field experience 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 field experiences. 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 field experience site 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 field 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 Certified Dietary Manager students before entering any field experiences 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 field experiences. It will not cover you during employment hours.

PERSONAL INJURY OR ILLNESS DURING FIELD EXPERIENCES

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 field experience facility in which the incident occurred.

In case of personal injury complete an incident report at the field experience 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 field experience hours.

SELF-REPORTING OF ILLNESS

Some field 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.

**ACADEMIC ASSISTANCE AND SUPPORT – Toledo-Area Campus**

To be successful in any career having additional support is necessary. Access to support services is available to help with student success. Support services include, but are not limited to advising, disability resources, 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/>.
* College Hall Suite 116 houses the Disability Resource Center. 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 Resource Center to receive more information. <https://www.owens.edu/disability/>.
* 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/>
* Counseling Services 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. Counseling Services provides assistance to students experiencing personal, educational, interpersonal /relationship, family, social, or psychological difficulties. <https://www.owens.edu/counseling>.
* The Department of Public Safety (DPS) on the Toledo campus is accessible **24 hours a day, seven days a week, including all holidays.** DPS on the Findlay campus is available during open campus hours. For emergencies or to report criminal activities:
* Dial 911 for emergencies.
* 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.
* 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/>.

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 Certified Dietary Manager Certificate expects its students to conduct themselves in a professional manner while on campus and at supervised practice sites. Faculty 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.

# ESSENTIAL FUNCTIONS

Essential functions are the basic skills and activities that you must be able to perform to complete the Certified Dietary Manager Certificate 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. | * 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. | * 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. | * 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 | 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. | * 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. | * 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   * Visual * Hearing * Taste * Smell | 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. | * 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. | * 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 the Disability Resource Center at (567) 661-7007 or 1-800-GO-OWENS, Ext. 7007.

PROGRAM COMPLAINTS

If a student feels that a complaint regarding the program has not been satisfactorily resolved through the college he/she has the right to issue a complaint to the Association of Nutrition and Foodservice Professionals (ANFP). ANFP 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 ANFP staff at: Association of Nutrition and Foodservice Professionals, 406 Surrey Woods Drive, St. Charles, IL 60174, 1-800-323-1908. Students can visit [www.](http://www.eatright.org/acend) ANFPonline.org to receive a copy of the program requirements and/or the policy and procedure for filing a complaint with ANFP.

**PROGRAM EVALUATION**

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 Certified Dietary Manager Certificate. 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/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>

**CERTIFIED DIETARY MANAGER CERTIFICATE**

# PERMISSION AND RELEASE FORM

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# PRINT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign on the appropriate lines. DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### FIELD EXPERIENCE AGENCIES

Field experience 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 field experience agency prior to the beginning of an experience at that agency.

SIGNATURE

### CERTIFICATION

I hereby grant permission for Owens Community College to release my name to the Association of Nutrition and Foodservice Professionals and the Certifying Board of Dietary Managers for any information that may be required by them.

SIGNATURE

### 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

CERTIFIED DIETARY MANAGER CERTIFICATE 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 Certified Dietary Manager Certificate if I am working unsupervised in my clinical settings.

**I understand**, as a student in the Owens Community College Certified Dietary Manager Certificate, 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 Certified Dietary Manager Certificate 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 Certified Dietary Manager Certificate.

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Student Signature Date

Department Chair/Coordinator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_