

## **Policies and Procedures for the Coordinated Program in Dietetics** **The University of Texas at Austin**

### **NEW POLICY EFFECTIVE FOR APPLICANTS AS OF FALL 2018**

Under our new policy, the CPD only accepts students who are seeking a BS in Nutrition.

#### **Academic Requirements**

Students are required to achieve a minimum grade point average (GPA) of at least 3.0 each semester, including the semester when selected for the program. Students must earn a grade of at least C in all required courses. Students who fail to maintain this GPA will be subject to review and possible dismissal from the program.

Students may be asked to repeat some upper division courses if taken at another university or over five years prior to admission to the program.

Students admitted to the Coordinated Program in Dietetics will be required to meet the program requirements outlined in the most recent Undergraduate Catalog.

#### **Credit for Prior Experience**

A student possessing significant educational or prior work experience related to a section of the curriculum may request modification of assignments/practica related to that area. If students believe a modification is justified, they should present documented evidence of their competency and how it was achieved to the Program Director and/or appropriate faculty well in advance of the planned activity(ies). The Coordinated Program Administrative Committee will examine each case and issue a decision. Students who are dissatisfied with the Committee's decision may protest via the program's grievance procedure.

#### **Sequence of Course Work**

During the interview process, the student and Program Director will agree on a plan of coursework for completion of the Coordinated Program. Students are required to complete all didactic coursework during the second semester in the program (senior fall); the only courses that can be taken during the last spring semester and following summer are the dietetic practica courses. Any changes to this plan must be submitted in writing to the Program Director for prior approval. Students who fail to complete the coursework as planned are subject to dismissal from the program.

#### **Requirements for Completion of Program**

Each student admitted to the program shall, upon satisfactory completion of all program requirements, be verified to be eligible for active membership in the Academy of Nutrition and Dietetics and to write the Registration Examination offered by the Commission on Dietetic Registration. Program completion requirements include maintaining a cumulative grade-point average of at least 2.7, and certification as entry-level on performance evaluations for all supervised practice rotations. If the circumstances of failure to achieve competency warrant such action, at the discretion of the program faculty and preceptors, the student may be allowed to postpone graduation and return at a later date to achieve the required competence.

#### **Eligibility/Availability for Supervised Practice**

Students accepted to the Coordinated Program in Dietetics must meet the minimum requirements for training in the sites where they are assigned for supervised practice. These requirements will include a criminal background check, TB test, drug testing, and proof of vaccinations. Note that drug testing and background checks may be required more than once and must be passed each time. Students who do not meet these requirements will not be able to complete the program.

Students must arrange their schedules to be available for supervised practice. Hours are delineated by the individual course and instructor, and/or practice facility and preceptors. Supervised practice assignments during the second year may be scheduled as early as 4:00 a.m. and as late as 9:00 p.m., Monday through Friday and occasionally on weekends.

Because of the demanding schedule of supervised practice, outside employment is strongly discouraged, especially during the spring and summer sessions. Supervised practice hours cannot be arranged to accommodate employment hours.

### **Academic Calendar**

The spring semester of the year before starting the Program (junior year) students will meet as a class approximately once a month. The Program Director will notify students of the time and dates for these meetings. These meetings are not optional. If a student must miss a meeting they will need to schedule an appointment with the Program Director.

The spring semester is scheduled as a sixteen-week term. Depending on the University calendar and the preference of practice facilities, students may be expected to begin or end their classes five to seven days before or after dates scheduled by the University.

The summer semester will include at least ten weeks. Students may be expected to begin or end their class up to a week before or after the dates scheduled by the University.

### **Attendance**

Attendance is mandatory for all supervised practice courses. If a student cannot be present for a supervised practice activity, he/she is responsible for notifying both the instructor and the contact person at the supervised practice facility before the scheduled activity.

If significant absence (excused or unexcused) occurs during any supervised practice course the student will not be certified as competent in the affected area of practice. If the circumstances of the absence warrant such action, at the discretion of the program faculty and preceptors, the student may be allowed to postpone graduation and return at a later date to achieve the required competence.

### **Membership in the Academy of Nutrition and Dietetics**

Student membership in the Academy of Nutrition and Dietetics is required of all students while enrolled in the Coordinated Program in Dietetics. In addition, students will be required to attend some local and/or state dietetic association meetings.

### **Academic and Professional Honesty**

Students are expected to practice absolute honesty in all settings – classroom, laboratory and supervised practice.

- a. Honesty and integrity are expected in all activities related to examinations and assignments that are not designated as joint projects. Dishonesty includes but is not limited to giving or receiving of information/ answers, collusion and falsifying records or the attempt to do so. Dishonesty will not be tolerated.
- b. Data presented or entered in supervised practice lessons, reports, medical records, case studies, or other assignments or documentation must be carefully and accurately collected and reported.
- c. Plagiarism will not be tolerated. Quotation marks and/or citations must be used to identify information obtained from the literature and used in reports, case studies, etc. Failure to comply with these standards will be grounds for disciplinary action including possible dismissal from the program.

### **Code of Ethics**

Students are expected to comply with the Code of Ethics for the Profession of Dietetics developed jointly by the Academy of Nutrition and Dietetics and the Commission on Dietetic Registration. A copy is appended to this document.

### **Confidentiality of Information**

Students are expected to treat as confidential any and all information regarding administration of an affiliation site and/or information regarding its patients, clients or employees obtained in the course of their supervised practice activities. Failure to treat facility and/or patient information with confidentiality will be grounds for disciplinary action including possible dismissal from the program.

### **Non-discrimination**

During supervised practice, students are expected to provide services as needed without regard to age, race, creed, gender, socioeconomic status, sexual orientation, gender identity or expression, medical condition or other factors.

### **Dress Requirements**

Students are expected to maintain professional dress for supervised practice assignments. Specific dress requirements are outlined for each placement. Dress requirements for most supervised practice will include a professional white lab coat. Navy blue or black skirt or slacks and white blouse or shirt, closed-toe leather shoes and hairnet will be required for some placements.

### **Travel to and from Sites for Supervised Practice**

Students are expected to provide their own transportation to and from sites assigned for supervised practice. Travel expenses will vary depending on assigned placements which may be as much as 40 miles from campus. Occasionally assignments may require one to two nights in a hotel. The University assumes no liability for their safety during this travel.

### **Insurance**

Students must maintain health and professional liability insurance while engaged in supervised practice activities during the second year of the program. Proof of this insurance must be presented at the beginning of each semester. Except for emergency aid for which the student may be held financially responsible, neither the University nor sites for supervised practice are responsible for health care for students even in case of injury or illness arising at an assigned site for supervised practice.

### **Protection of Privacy of Information/Access to Personal Files**

Student files including application materials (except references), transcripts, registration materials, grade slips and periodic evaluations that are maintained in the Director's office will be available to the student upon his/her written request. Otherwise, these files are available only to authorized faculty and the program secretary. Upon entry into the program, students will be required to complete a form entitled "Student Release of Confidential Information." Release of addresses, phone numbers, social security numbers and other information will be guided by the individual student's direction as indicated on this form. A phone contact must be provided to the direct supervisor for major supervised practice placements. Social security numbers may be required by some practice sites.

### **Grievance Procedure**

Students with a grievance or conflict regarding an assignment, evaluation or other problem arising in a supervised practice course or relating to the requirements of the Coordinated Program in Dietetics should:

- a. First discuss the problem with the instructor with whom the conflict arises\*.
- b. If the student is unable to arrive at a satisfactory solution with the instructor, a written description of the problem should be submitted to the Program Director and an appointment set to discuss the matter.
- c. If unable to arrive at a satisfactory solution with the Program Director, discuss the problem with the Chair of the Department of Nutritional Sciences.
- d. If unable to arrive at a satisfactory solution with the chair of the Department of Nutritional Sciences, discuss the problem with the director of the School of Human Ecology.
- e. If unable to arrive at a satisfactory solution at the school level, discuss the problem with designated personnel in the Office of the Dean, College of Natural Science.

*Department of  
Nutritional Sciences  
The University of  
Texas at Austin*

\* At each step of the procedure the student should inform the person with whom he/she has talked of his/her intent to carry the grievance to the next level.

**Disciplinary  
Action/Termination**

Students are expected to know and follow established policies of the program and of each supervised practice site to which they are assigned. Failure to follow these policies will be grounds for disciplinary action including possible dismissal from the program.

**Notice of Opportunity to File Complaints with  
the Accreditation Council for Education in  
Nutrition and Dietetics**

The Accreditation Council for Education in Nutrition and Dietetics will review complaints that relate to a program's compliance with the accreditation standards. The Council is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation/approval standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Education staff at The Academy of Nutrition and Dietetics 120 S. Riverside Plaza, Suite 200, Chicago, Illinois 60606 or by calling 1-800-877-1600 extension 4872.

Policies for the Coordinated Program in Dietetics have been formulated by the Administrative Committee in consultation with members of the various coordinating committees, students, and divisional and departmental faculties. Policies are reviewed and revised as necessary by this committee.

Preamble:

**Effective Date: June 1, 2018**

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

**1. Competence and professional development in practice (Non-maleficence)**

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence -based approach within are as of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence -based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter -professional team.

**2. Integrity in personal and organizational behaviors and practices (Autonomy)**

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

**3. Professionalism (Beneficence)**

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well -being of patients/clients.

- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

#### 4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and

nutritional status while protecting the public.

#### Glossary of Terms:

**Autonomy:** ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.<sup>1</sup>

**Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.<sup>1</sup>

**Competence:** a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.<sup>2</sup>

**Conflict(s) of Interest(s):** defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.<sup>2</sup>

**Customer:** any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.<sup>3</sup>

**Diversity:** "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic

gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it serves. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."<sup>4</sup>

**Evidence-based Practice:** Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision

making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.<sup>2</sup>

**Justice** (social justice): supports fair, equitable, and appropriate treatment for individuals<sup>1</sup> and fair allocation of resources.

**Non-Maleficence:** is the intent to not inflict harm.<sup>1</sup>

#### References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. <http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefi>

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3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet* . 2018; 118: 132 -140.
4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

## AGREEMENT OF COMPLIANCE

In accepting an appointment to the Coordinated Program in Dietetics, in the Class of 2022, I agree to abide by the CPD Program Policies and Procedures and the Code of Ethics for the Profession of Dietetics. I recognize that failure to do so may result in dismissal from the program.

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*Name*

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*Printed Name*

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*Date*