

# **MERRITT COLLEGE NUTRITION & DIETETICS**

DIETETIC SERVICE SUPERVISOR/ DIETARY MANAGER  
&  
DIETETIC TECHNOLOGY PROGRAMS



STUDENT HANDBOOK FOR  
SUPERVISED PRACTICE

NUTR 70-71 LEVEL A  
NUTR 70-71 LEVEL B  
NUTR 70-71 LEVEL C

Revised Oct 2025

**MERRITT COLLEGE  
ORGANIZATIONAL CONTACT INFORMATION**

**PRESIDENT**

Dr. David M. Johnson  
dmjohnson@peralta.edu  
510-436-2501

**VICE PRESIDENT OF INSTRUCTIONAL SERVICES**

Lisa R. Cook  
lrcook@peralta.edu  
510-436-2411

**DEAN ALLIED HEALTH**

Dean Diane Chang  
dtchang@peralta.edu  
510-436-2426

**ALLIED HEALTH PROGRAMS - NUTRITION & DIETETICS**

**DIETETIC SERVICE SUPERVISOR (DSS)/DIETARY MANAGER (DM)  
DIETETIC TECHNOLOGY (DT)**

[www.merritt.edu/nutr](http://www.merritt.edu/nutr)

DT Program Director and Department Chair  
Heather Casale, MS, RD, CNSC  
[hcasale@peralta.edu](mailto:hcasale@peralta.edu)

DSS/DM Program Director  
Heather Cuellar, RD  
[hcuellar@peralta.edu](mailto:hcuellar@peralta.edu)

Nutrition Office: Room S332/323  
Office Phone: 510-434-3876  
FAX: 510-434-3857

# TABLE OF CONTENTS

I.	44	
	Professional Resources	4
	Department and Dietetic Technology Program Mission and Goals	4
	Outcome Measures for Dietetic Technology	5
	Student Learning Outcomes	6
	Dietary Manager (DM)/ Dietetic Service Supervisor (DSS)	6
	Dietetic Technology (DT)	6
	Accreditation/Approval	6
	Dietary Manager/Dietetic Service Supervisor	6
	Dietetic Technology	6
	Professional and Scope of Practice: Use of Credentials	7
	Additional Information	7
II.	88	
	Application and Admission Process	8
	Eligibility	8
	Minimum Academic Requirements: Level A	8
	Minimum Academic Requirements: Levels B and C	10
	Program Application Process: Level A	10
	Level B & C Additional Requirements	11
	Applicant Supplied Background Checks	13
	Notice Regarding Background Checks/Credit Checks, CA law	13
	Advanced Background Check	13
	Selection Process/Waiting List	14
	Costs	15
	Program Requirements and Expectations	15
	Dietary Manager and Dietetic Technology Programs' Expectations	15
	150 Hours Requirement Levels A-C	16
	Supervised Practice Sites/Facilities	19
	Dress Code for Field Site Rotations	20
	Confidentiality	21
	Communication	21
	Insurance/Claims	21
	Completion Requirements for Supervised Practice Courses	23
	Nutrition and Dietetics Department Grading Standards	23
	Evaluation and Grading Within Supervised Practice	24
	Petition for a Certificate or Associate Degree	25
	Verification Statement for DT Students	25

Complaints	26
Expected Student Behavior and Discipline	26
Procedure for Allied Health Student Appeal for Dismissal for Clinical Performance	27
III. 3029	
Certificate of Completion: Required Courses:	29
Code of Ethics -Dietary Manager	30
Documenting Competencies of Accomplished Skill Activities	31
Dietary Manager Competency Profile	34
IV. 409	
Pathway 1: Associate of Science Degree in Dietetic Technology	39
Pathway 2: Certificate of Achievement in Dietetic Technology	40
Code of Ethics – Dietetic Technician	41
Dietetic Technology Competency Skill List	43

## ATTACHMENTS

- Attachment 1: Merritt College Campus Map
- Attachment 2: Supervised Practice Site Rotations Form
- Attachment 3: DT Grad Exit Interview Form
- Attachment 4: Preceptor Evaluation of Students Form
- Attachment 5: Timesheet for Supervised Practice Hours
- Attachment 6: Acknowledgement Form

# I. GENERAL PROGRAM INFORMATION

## PROFESSIONAL RESOURCES

1. Academy of Nutrition and Dietetics (AND) [www.eatright.org](http://www.eatright.org)
2. Bay Area Dietetic Association (BADA), [www.dietitian.org](http://www.dietitian.org) (select “CDA districts”)
3. California Department of Health Services, Licensing & Certification, [www.dhs.ca.gov/lnc/org](http://www.dhs.ca.gov/lnc/org)
4. California Academy of Nutrition and Dietetics (CAND), [www.dietitian.org](http://www.dietitian.org)
5. Accreditation Council for Education in Nutrition and Dietetics (ACEND), [www.eatright.org/ACEND/](http://www.eatright.org/ACEND/)
6. Commission on Dietetic Registration (CDR), [www.cdrnet.org](http://www.cdrnet.org)
7. Association of Nutrition & Foodservice Professionals (ANFP), previously Dietary Managers Association (DMA), [www.anfponline.org/](http://www.anfponline.org/)
  - a. Students are encouraged to join ANFP and AND as student members. Go to <http://www.anfponline.org/students>
  - b. <http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>

## DEPARTMENT AND DIETETIC TECHNOLOGY PROGRAM MISSION AND GOALS

The Nutrition and Dietetics Department mission is to provide the highest quality dietetics education that meets all professional standards and serves both the community and student needs, and to create practitioners who impact nutrition and wellness in the community.

The mission of the Dietetic Technology Program is to prepare competent entry level Dietetic Technicians through education and training that meets all professional standards, and to train students to display superior customer service and collaborate with empathy in a diverse community.

*GOAL 1: The Program will provide the guidance, skills and support necessary to complete the program in a timely manner.*

*GOAL 2: The Program will prepare its graduates to be readily employed in nutrition and dietetics or a related field; or to continue their education at a higher level.*

*GOAL 3: The Program will provide the training, experiences and opportunities in Supervised Practice to support the successful completion of the Dietetic Technology registration exam.*

*GOAL 4: The Program will develop practitioners who are responsive to community needs and who have the ability to collaborate in a diverse environment.*

## OUTCOME MEASURES FOR DIETETIC TECHNOLOGY

<p>Program Goal 1</p>	<p><b><i>The program will prepare competent entry level Dietetic Technicians in a timely manner..</i></b></p> <ol style="list-style-type: none"> <li>1. Full time students will graduate from the program within eight semesters, or 4 years of entry 80% of the time.</li> <li>2. Part time students will graduate within fifteen semesters, or 7.5 years of entry 80% of the time.</li> <li>3. Assessment of student competency ratings will show at least a 2.5 average on a 1-4 scale.</li> </ol>
<p>Program Goal 2</p>	<p><b><i>The Program will prepare its graduates to be readily employed in nutrition and dietetics or a related field and display skills of exemplary professionals.</i></b></p> <ol style="list-style-type: none"> <li>1. <b>At least 70% of graduates</b> will be employed in a dietetics related field <b>within 1 year</b> of completing the program.</li> <li>2. Preceptors will be surveyed and asked to rate program students regarding their cultural competence and ability to function as part of a diverse team. The target will be a mean of 4.0 on a Likert Scale of 1-5 for 80% of students.</li> <li>3. Over a five-year period, the pass rate for DT graduates taking the registration examination for the first time will be at least 70%.</li> <li>4. The programs one year pass rate will be at least 70% for first time test takers.</li> </ol>

Program outcomes data are available on request to the Program Director.

## **STUDENT LEARNING OUTCOMES**

### **Dietary Manager (DM)/ Dietetic Service Supervisor (DSS)**

Graduating students will:

1. communicate with staff and clients in a professional and culturally sensitive manner.
2. display effective dietary management skills.
3. provide and maintain the highest level of personal ethical behavior.
4. utilize up-to-date, evidence-based practices in the field of dietary management.

### **Dietetic Technology (DT)**

Graduating students will:

1. communicate with staff and clients in a professional and culturally sensitive manner.
2. display effective clinical nutrition skills.
3. display excellent personal and professional ethical behavior in the field of Nutrition and Dietetics.
4. utilize current, evidence-based practices in the field of dietetic technology.

## **ACCREDITATION/APPROVAL**

### **Dietary Manager/Dietetic Service Supervisor**

The Dietary Manager/Dietetic Service Supervisor Program is approved by the State of California Department of Public Health (CDPH), Licensing and Certification Program.

The Dietary Manager Program is also approved by the national Association of Nutrition & Foodservice Professionals (ANFP). All students who successfully complete NUTR 70-71 Level A qualify to be a DSS and will be recommended to the ANFP to sit for the national CDM, CFPP Credentialing Exam<sup>®</sup>. Currently, a student must complete 19 units at Merritt College to obtain the DSS/DM Certificate.

### **Dietetic Technology**

The Dietetic Technology (DT) Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND/AND).

Additional accreditation information and a list of accredited programs are available on the ACEND/AND website (See “Professional Resources”). ACEND is located at 120 South Riverside

Plaza, Suite 2000, Chicago, IL, 60606-6995, phone # 800-877-1600 X5400, FAX 312-899-0040.

Graduates of the Program receive an Associate of Science (AS) in Dietetic Technology and qualify to sit for the Dietetic Technology Culmination Exam (DTCE). Once the student completes the DTCE with a pass rate of 80% or higher they will be presented with a Verification Statement from the Program Director and are eligible to sit for the national exam to become a "Dietetic Technician, Registered (DTR)."

## **PROFESSIONAL AND SCOPE OF PRACTICE: USE OF CREDENTIALS**

The State of California follows Business and Professions Code 2585-2586.8 that limits the use of the "DTR" credential and specifies who can practice Medical Nutrition Therapy. Each student is expected to understand this scope of practice and to practice within the law.

Credentials are listed after a person's name designating a legally recognized level of training and/or expertise. Only persons who have earned their certificate/degree and passed the qualifying exam may legally use these credentials after their name and should never be used by a student:

- DSS - Dietetic Service Supervisor
- CDM, CFPP – Certified Dietary Manager, Certified Food Protection Professional
- DTR - Dietetic Technician, Registered

## **ADDITIONAL INFORMATION**

Merritt College provides access to student support services, including disabled students' programs and services, health services, counseling and testing, and financial aid services. Information on these services is available online at the Merritt College website (<http://www.merritt.edu/student-resources>) as well as the Peralta Colleges website (<http://web.peralta.edu/>).

Academic calendars for each semester are also provided online at the Peralta Colleges website (<http://web.peralta.edu/admissions/category/academic-calendar/>), and a schedule of dates appropriate to the Supervised Practice Program will be included in the course syllabus provided to students at the beginning of the semester.

## II. SUPERVISED PRACTICE

### APPLICATION AND ADMISSION PROCESS

#### Eligibility

- To Merritt College: at least 18 years old or a high school graduate or passed the high school proficiency examination or General Education Development Test (GED).
- To the Dietary Manager Program (NUTR 70-71 Level A): refer to Minimum Academic Requirements: Level A, below.
- To the Dietetic Technology Program (NUTR 70-71 Level B or Level C): successful completion of NUTR 70-71 Level A with a Student Education Plan (SEP) approved by a Merritt College counselor showing projected completion of either Pathway 1 or Pathway 2 within 2 semesters. Refer to Minimum Academic Requirements: Levels B and C, below, for more information.
- The student will be required to complete a pre-rotation academic exam before entering NUTR 70A, which will be reviewed at orientation. Completion of the pre-rotation exam will contribute towards the student's final grade for the class. Failure to complete the exam will result in dismissal from the Program.
- Adherence to the Codes of Conduct of Merritt College, the Association of Nutrition & Foodservice Professionals and the Academy of Nutrition & Dietetics is expected throughout a student's academic career. Any violation will be addressed via a reprimand. Students are not qualified to be accepted into either the Dietary Manager/Dietetic Service Supervisor or the Dietetic Technology Program with an outstanding reprimand from disciplinary actions.

Supervised Practice is applied learning, taking classroom knowledge to the field. It is expected that the student will have working knowledge of the material/concepts covered in coursework, especially in the major classes of Nutrition and Dietetics. The student should review class work, textbooks, and lectures to refresh their memory prior to being sent to a Supervised Practice site.

#### Minimum Academic Requirements: Level A

The student must have completed the following prerequisites with a grade of "C" or better to be eligible for entry into Supervised Practice Level A:

- NUTR 10 (Human/Normal Nutrition)
- NUTR 12 (Nutrition and Disease or Medical Nutrition)
- NUTR 30 (Safety & Sanitation)
- NUTR 31 (Food Production Systems)
- NUTR 32 (Supervision & Training)
  - A student may take either NUTR 31 in the Spring or NUTR 32 in the Fall during Supervised Practice with the preapproval of the instructor and dependant on space availability in Level A.

Only one class may be taken concurrent with the Supervised Practice rotation.

- Completion of NUTR 1 is also highly recommended. If NUTR 10 is taken as a 3-unit class, NUTR 1 is required to complete a total of 19 units.

If the student completed any coursework applicable to the certificate/degree or program requirements at an institution other than a Peralta College, they must submit official University or College Transcripts from all relevant colleges or universities *and* Verification Statements. The student may also register for NUTR 1 and bring a copy of their official transcript to be evaluated for equivalency and currency.

#### Students with Degrees in Dietetics from Other Colleges or Universities

Students who enter Merritt College having recently earned a Verification Statement from an accredited Didactic Program in Dietetics (DPD) will be admitted directly into Merritt's Supervised Practice courses (NUTR 70-71 A-C). One original Verification Statement must be provided to the Program Director and a second to the Peralta Community College District - District Office, Admissions and Records Dept. at 333 East 8th Street, Oakland, CA 94606.

The Verification Statement guarantees that the student has previously successfully completed all foundation knowledge and skill requirements specified by the ACEND/AND. After the student has supplied an original Verification Statement and an official (unopened) degree transcript, and successfully completed the 450 hours of Supervised Practice, he/she will receive a Certificate in Dietetic Technology. When the student then passes the DTCE with a minimum score of 80%, he/she will be provided another Verification Statement from Merritt's Program Director allowing him/her to apply to take the Registration Examination for Dietetic Technicians.

If the student does not have a Verification Statement, they must present official transcripts (unopened) to both the Nutrition and Dietetics Department at Merritt College and the District office (see above for address) from *each* college or university they attended. Nutrition, foodservice and dietetic coursework will be evaluated by the Program Director(s).

Coursework equivalency evaluation is based on catalog course outline descriptions and work completed. Currency of coursework is defined as class completion within the last seven years. Coursework taken in the nutrition, foodservice and dietetics field beyond the seven years may need to be repeated. Other coursework, such as math and English may not have currency limits. Analysis of coursework currency for those currently working in the field of nutrition and dietetics will be evaluated individually and may require the topic area course final exam to be administered and passed at a minimum rate of 75%.

Enrollment in Nutrition 1: Survey of Nutrition and Dietetics course is highly recommended for transcript evaluation and Student Education Plan (SEP) development. Course equivalency evaluation, other than that in nutrition, foodservice and dietetics (such as math or English) will be completed through the Merritt College Counseling Department. An appointment can be scheduled with a counselor by calling 510-436-2475 or 510-436-2686

## **Minimum Academic Requirements: Levels B and C**

After successful completion of Level A (NUTR 70A and NUTR 71A), the student may apply for acceptance into Levels B and C. In addition to the courses required for entry into Level A, the student must complete the following courses for the Associate of Science (AS) Degree in Dietetic Technology before applying for entry into Level B/C, or provide a Student Education Plan (SEP) showing that they will be able to complete the necessary courses within two semesters:

- BIOL 24 (Basic Anatomy & Physiology)
- MATH 203 or higher (Intermediate Algebra)
- ENGL 1A or equivalent or higher (English Composition and Reading)
- HLTOC 201 (Medical Terminology)
- Computer literacy (Area 4C)
- Ethnic Studies (Area 5)
- Humanities (Area 3)
- Electives

Please note that NUTR 1 is strongly recommended for entry into Levels B and C.

If the student has already completed coursework that they believe is equivalent, they may meet with a Merritt College counselor to request a course equivalency evaluation. The student may then submit a Petition for Substitution/Waiver Form (available at <http://web.peralta.edu/admissions/2011/07/petition-for-substitutionwaiver/>). The student must forward the form along with supporting documentation to the relevant Department Chairperson, who, if accepted, will forward it on to the Dean of Instruction for further processing. An official (unopened) transcript must also be provided to the Peralta Community College District Admissions and Records Office and to the Program Director, Nutrition and Dietetics at Merritt College.

## **Program Application Process: Level A**

- All students begin with Level A and earn the Dietetic Service Supervisor/Dietary Manager Certificate. This is the first set of 150 hours of the total Supervised Practice (internship) that also applies toward the required total 450 hours for the Dietetic Technology Program.
- Applicants are required to attend the Introductory Meeting for Interested Supervised Practice Applicants, where Program expectations are discussed. All students who have completed their applications can submit them at this meeting.
- Introductory Meeting dates vary with each semester. Dates are announced no later than April 1<sup>st</sup> for the following Fall semester with the Introductory Meeting falling the last week in April or first week in May. For the following Spring semester, the Introductory Meeting will be announced no later than November 1<sup>st</sup> with the meeting to fall the last week in November or first week in December.
- Applications can be obtained in the Nutrition Department Office (S332, see Attachment 1 for a map

of the campus) or by contacting the Program Director.

- All students must thoroughly read through this Student Handbook for Supervised Practice to understand all expectations and Program policies and procedures. A signed declaration is required as part of the application process.
- Any outstanding reprimands must be “cleared” via the Nutrition Review Panel prior to the application being considered.
- All applications must be completed and submitted to the Nutrition Department Office (S332) by the deadline provided on the application form. Applicants’ acceptance into the Program will be determined after that date, and are subject to the priority rankings listed below. Students will be notified of the status of their application and ADD Slips (admission slips) will be provided to those students accepted into the Program.
- All students will be required to complete a pre-rotation academic exam following acceptance into the Program. Failure to complete the exam will result in dismissal from the Program.

Required information/data needed for acceptance into the Program includes:

- Current resume (C/V) (one hard copy and an electronic copy emailed to the instructor).
- Current ServSafe Certificate.
- Current medical release stating you are healthy and without communicable diseases.
- Current TB clearance (less than 6 months old or pertinent chest X-ray results)<sup>1</sup>.
- Functional email address with a professional type address (no slang, etc.).
- Completed Program application plus one photocopy.
- Two official transcripts from all other colleges you have attended.
- One Verification Statement if you possess a Bachelor of Science in Dietetics degree.
- A Merritt College Course history printout or transcripts showing either successful completion of “C” or better or “in progress” status of the pre-requisites (see Minimum Academic Requirements: Level A, above).
- Successful completion of a background check (see below for information on MyBackgroundCheck.preemploy.com).
- Acknowledgement of receipt of the Student Handbook for Supervised Practice.

## **Level B & C Additional Requirements**

In addition to the required information and documentation listed above, there are additional requirements for entry into levels B and C.

A Student Education Plan (SEP) must be approved by the Dietetic Technology Program Director *prior* to the submission of an application to enter Level B and C. Official transcripts from **all** colleges attended

---

### <sup>1</sup> Resource Information:

Students may acquire the TB and health clearance from their own health provider or by contacting Merritt Health Center which located in R building, room 106. Call for appointment at 510-436-2533. Your student health fees cover your visit to the Health Center.

must be on file with the Nutrition and Dietetics Department and an additional copy must be provided to the District. If the applicant is employed, the student must also submit a time management calendar. The Program Director will evaluate the SEP and time management calendar for adequate and realistic time allotments for completing projects and assignments.

The student must submit a vaccination history prepared by a licensed doctor, including:

- MMR –measles, mumps, rubeola/Rubella and Polio
- Hepatitis series (the first of the 3-part Hepatitis B series must taken before entry into Level B/C)
- Chicken pox
- Tetanus (within last 10 years)
- Flu vaccine annually

Once all of the required documents are submitted and the application is approved by the DT Program Director, the student will be admitted into the Program and provided with an ADD Slip to register for Level B in the Fall (Clinical) and Level C in the Spring (Community) (please be advised that students can complete Level C prior to Level B).

## **Applicant Supplied Background Checks**

### Background Check & Reprimand Policy

1. All students will be required to successfully complete a background check prior to being accepted into Supervised Practice.
2. The current agency utilized is *mybackgroundcheck.preemploy.com*. The scope of surveillance will include a national and international background search. All background checks are assessed and marked either as a **Successful Pass** or a fail. A **Successful Pass** is defined as a background check report that lists absolutely no occurrences of any felonies or misdemeanors. The cost of the background check is \$54.95 as of October 2018.
3. If there are no violations listed on the student's background check report, a Certificate that shows a **Successful Pass** must be printed by the student, and included in his/her submission as part of the application and then shared with facilities where the student will complete his/her Supervised Practice rotations.
4. If listed on the student's background report as such, **all felony convictions disqualify a student from entering the Merritt College Nutrition Program** for a period of 7 years from the felony conviction, per *mybackgroundcheck.preemploy.com*.
5. If a student does not successfully pass due to a misdemeanor listed on the background report or if a student has an outstanding reprimand, the student can choose to meet with the Nutrition Review Panel to discuss specifics. The panel will be comprised of the DM/DSS Program Director, the DT Program Director and the Dean of Instructional Programs. The panel will review the information. There is no guarantee that a student will be placed in the Program upon this review. It will be understood that any student who chooses to go through a review process will be notified promptly as to the status of their application.

## Procedures for Completing the Background Check

Background checks must be completed by all students prior to admittance into the Supervised Practice Program. To complete a background check, follow these instructions:

1. Apply online at [www.mybackgroundcheck.preemploy.com](http://www.mybackgroundcheck.preemploy.com).
2. On the home page, on the left margin, enter your order code (**A4R41**) and click to the →symbol.
3. Create an account. Follow the onscreen instructions to complete your order.
4. You will receive your results in 3-5 business days.
5. You will receive a “Certificate” containing a unique number and a password supplied by you.
6. Print out your Background Check Certificate. You will need a copy for each of your preceptors and a copy for Merritt College. Alternatively, your preceptor may go online to verify your status.
7. You may contact Customer Service at My Background Check at 1-800-503-2364, X229 if you have additional questions or concerns.
8. If you are unable to utilize the credit card option online, you can mail a money order or cashier check to:  
*MyBackgroundCheck.com*  
*PO Box 492770*  
*Redding, CA 96049*
9. The background check will be available for 90 days from the date it was placed in your account. If you choose, you may share your information online with individuals and organizations with whom you give your certificate number and password. You may also photocopy and share a printed copy of your results.

## **Advanced Background Check**

Certain sites will require fingerprinting (usually a cost of \$88) and/or a drug screen (approximately \$33.95 through [www.mybackgroundcheck.com](http://www.mybackgroundcheck.com)). The student will need to coordinate these screens with the Program Director and facility. All students are subject to the requirements of the clinical facilities which Merritt College has contracted with for student placement. If additional drug or background check information is required by the agency, it will be completed at the expense of the student.

## **NOTICE REGARDING BACKGROUND CHECKS AND CREDIT CHECKS PER CALIFORNIA LAW**

Merritt College Nutrition and Dietetics Department intends to obtain information about you for employment screening purposes from a consumer reporting agency. Thus, you can expect to be the subject of “investigative consumer reports” and “consumer credit reports” obtained for employment/internship purposes. Such reports may include information about your character, general

reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency (“ICRA”), the background check may include the information contained in your application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The source of any investigative consumer report (as that term is defined under California law) will be **Pre-employ.com, Inc., PO Box 491570, Redding CA 96049, (800) 300-1821, <http://portal.pre-employ.com>**. The Company agrees to provide you with a copy of an investigative consumer report.

## **Selection Process/Waiting List**

Entry into the Supervised Practice Program will be based on availability, completion of required coursework, applicant academic progress, military service/veteran status, history of serving as a preceptor, and grade point average (GPA). Students who complete coursework at Merritt College will be given priority for enrollment.

Tier 1 students are those who have completed all required coursework. Tier 2 students are those who have not completed all coursework towards their degree or certificate. Entry into the Program is not allowed until all required paperwork is received. A waiting list will be initiated if qualified applicants are denied entry into the Program due to availability.

### Priority Ranking for Supervised Practice Program

#### **Tier 1--All coursework completed (as appropriate for Level A only or for Levels A/B/C)**

- A. US Military Veterans.
- B. Current or former preceptor or employed by a preceptor.
- C. Working foodservice manager who needs certification for continued employment.
- D. Merritt students previously waitlisted for Supervised Practice who have completed all required coursework.
- E. All others (non-Merritt students) previously waitlisted for Supervised Practice who have completed all required coursework for Levels A/B/C.
- F. Merritt College students with all coursework completed for Levels A/B/C.

#### **Tier 2**

- A. Merritt College students with all required coursework completed for Level A and a maximum of two courses to be completed and student plans continuance to Levels B/C.
- B. Coursework completed for Level A but not at Merritt College and a maximum of two courses to be completed if continuing on to Levels B/C.
- C. Not all coursework completed for Level A, Merritt College students.
- D. Not all coursework completed for Level A; all or part of coursework completed outside

Peralta system.

E. Unexcused absence from mandatory introductory orientation meeting.

Ranking within a category will be based on Grade Point Average (GPA).

## **COSTS**

The following expenses are incurred by the student enrolled in Supervised Practice courses, in addition to the usual cost of tuition (\$46/unit), student fee, health fee, and parking. Insurance (workers compensation, liability, and malpractice) is included in college fees.

- Transportation to and from preceptor site. Expect to commute up to 90 minutes each way, one to two days per week.
- A uniform, as specified by Program site, which usually includes closed toe shoes and lab coat (approximately \$50).
- Medical tests as specified by individual sites and may vary. TB screening is required every six months in healthcare. Contact Merritt College Student Health Services for information regarding getting a TB test through Peralta Colleges. Additional tests such as rubella, rubeola, tetanus and hepatitis may be required and are the student's responsibility. Evidence of flu vaccination is required.
- Supplies, including a 3-ring binder, a USB memory stick, computer access (Merritt computer lab and the library), and an email address (available free).
- Required textbooks for NUTR 70 B and C cost approximately \$80-\$200 per semester. Textbooks can be purchased from multiple outlets (Merritt bookstore, online, etc.)
- Background check is currently \$54.95 (as of October 2018) and additional fingerprinting may be \$88.
- Drug screening provided by *MyBackgroundCheck* however some sites require they administer the drug screen which may cost approximately \$65.
- Memberships to professional dietetic associations are highly encouraged. The AND and ANFP students' fees are approximately \$50 to \$60 per year. Local districts such as Bay Area Dietetic Association (BADA), San Jose Dietetic Association (SJPDA) or Diablo Valley Dietetic Association (DVDA) are approximately \$15.
- Attending Public Policy Day as a field trip in Sacramento each March costs approximately \$75 plus transportation (provided by student).
- Upon graduation, exam application fees are paid directly to the ANFP and/or the Commission on Dietetic Registration (approximately \$150-\$350).

Information regarding withdrawal from Merritt College courses and refund of tuition and fees can be found at the Peralta Colleges website (<http://web.peralta.edu/admissions/fees/refund-procedures/>).

## **PROGRAM REQUIREMENTS AND EXPECTATIONS**

### **Dietary Manager and Dietetic Technology Programs' Expectations**

1. Ability to spend a minimum of 10 hours per week at your rotation site/facility.
2. Reliable transportation or the ability to find alternative methods of transport.
3. Willingness to spend up to 90 minutes each way in transit to some sites.
4. Attendance at mandatory class meetings.
5. Frequent (every 1-2 days) access to a computer for email, internet research, PowerPoint and word processing.
6. Participation in course email communications. Email must be checked *at least* every 2-3 days for communication with the Program, and possibly more often at certain sites where the preceptor's main mode of communication is email.
7. Although a current email address is required, the Dietary Manager and Dietetic Technology Programs forbid communication or dissemination of information to students via Facebook, Twitter or similar websites. The taking of videos or photos is not allowed at any site for any reason without the permission of the preceptor, patient or persons involved.
8. Documentation of the activities performed to demonstrate and practice each competency (competency skills lists are provided below in Section III, Dietary Manager (DM) /Dietetic Service Supervisor (DSS) and Section IV, Dietetic Technology Program Levels B & C). Expect to spend a minimum of two hours each week writing up competencies and 4-6 hrs/wk in homework or completing projects assigned at your site.
9. All students must provide the preceptor with a written description of the competency activity before requesting her/his verification and evaluation.
10. To abide by a professional dress code, acquisition of a uniform as required by the facility and a lab coat is required for the Dietetic Technology Program.
11. Acquisition of supplies including a 3-inch, 3-ring binder with dividers, a USB memory stick, writing utensils and a simple calculator.
12. Documentation of current TB clearance (within six months) or chest X-ray with medical clearance by physician. Rubella, rubeola, and other medical tests will be required at many sites.
13. Verification of completion of a current background check and/or any additional finger printing as required by specific sites.
14. Drug testing as required by site with additional costs (approximately \$33.95).
15. If a student is convicted of *any* crime, with the sole exception of speeding and parking violations, during the Program s/he must report this within three days of conviction to the Program Director.
16. Textbooks are purchased as assigned in NUTR 70/71 A-C series, and textbooks from previous major coursework (in nutrition and dietetics area) are kept and used as resources.
17. Graduates will keep in active contact with Program Directors to offer feedback and participate in surveys.
18. Graduates will become participants, leaders and mentors in the field. They will join professional associations and serve the community by participating in at least one event after graduation.

## **150 Hours Requirement Levels A-C**

1. The requirement is to complete 150 hours at each level off-campus at a site that can provide learning

experiences related to the specified competencies under the direction of a qualified healthcare professional. The activities must be under the supervision of a person who is qualified to direct the student in the acquisition of new or improved skills and evaluate their completion. The preceptor will evaluate and rate the expertise of the student on each skill. Students are required to describe learning activities in writing and show relevance to required competencies. Previous work/experience is not accepted.

2. Most students will go to two sites in a semester. Each placement is typically approximately 8 weeks. They should expect to spend a minimum of 10 hours a week at their site.
3. Students will arrange their rotation schedule with their preceptor. Although some students may only be able to attend their site once a week, many sites prefer that students attend more frequently (2 or 3 days/week) to better engage with the site.
4. Total completed hours will be assessed on an ongoing basis during the rotation. Students should contact the instructor early in the rotation if it appears that the student will not be able to complete at least 75 hours during the allotted time frame. Up to 30 hours of the 150 total required semester hours may be credited for conferences and other learning activities with pre-approval from the instructor for Level B/C; a maximum of 18 hours is allowed at Level A.
5. Accurately document the hours at your work site each day and have the hours approved by your preceptor or their designee on the same day. Failure to comply is cause for disciplinary action and may impact your final grade.
6. Placement at a site of your own choice is possible, but please be aware that the site application process may take up to six months as many sites require contracts. The site must be pre-approved by the Program Director or instructor. Additionally, the site must provide a quality learning experience, a Registered Dietitian willing to oversee the experience, and complete the required application forms.
7. The Clinical Coordinator and/or Program Director will do their best to place each student. However, if a preceptor/site cannot be found for a student s/he would be required to find their own placement.
8. All clinical competencies involving direct nutrition care must be supervised and evaluated by a Registered Dietitian (RD) or a Dietetic Technician Registered (DTR) when the activity falls within the DTR scope of practice and facility job description.
9. Food production and management competencies can be evaluated by a DSS, CDM, DTR, or RD. The facility dietitian must sign the competency form with final approval of the completion of all competencies, although a DSS, CDM or DTR may initial approval of individual completed competencies. At B-C Level, an appropriate alternate preceptor may approve competencies.
10. The requirements for Supervised Practice are regulated by the State of California Department of Public Health (CDPH), the Association of Nutrition & Foodservice Professionals, and professional standards from ACEND. Hours spent in Supervised Practice should apply to one of the skills listed in the Competency Skill (Student Learning Outcome) List. You may only complete qualifying hours with your current employer under one of the following conditions:
  - A. If you are currently the DM and the RD is willing to supervise your experiences at your current employment. He/she must also be willing to complete the application process to become a pre-approved site (as discussed in #6 above).
    - i. A maximum of 50 hours may be approved for Level A as required by the State,

CDPH. In Level B or C up to 75 hours may be approved.

ii. Supervised Practice hours are unpaid.

B. If you are not currently the manager and the DSS or DTR is willing to serve as a preceptor for your food production and management competencies with RD oversight. Clinical competencies must be RD or DTR supervised. Again, the site must complete an application process and receive pre-approval.

11. As room allows, and with instructor approval, students may apply to take Level A and B/C simultaneously. Student must show ability to dedicate a minimum of 25 hrs/wk to Supervised Practice and have demonstrated perseverance in coursework to support intensive workload. Students must also have completed all academic coursework by the completion of Supervised Practice rotation. This can shorten the length from 18 months to 9 to 12 months. Priority is given to those who are progressing in sequence through the Program.
12. Physical and mental requirements mimic the work environment of the healthcare practitioner in the foodservice area or in the patient care area. Physical requirements include:
  - Ability to perform tasks of a foodservice worker including standing for several hours at a time
  - Walking quickly for short periods (2-10 minutes)
  - Lifting patient trays (usual weight 6-10 lbs.)
  - Working with deliveries of food items
  - Ability to see; vision corrected to 20/40
  - Ability to hear (corrected)
  - Ability to communicate effectively
  - Lifting, maneuvering and washing large pots/pans and stacking trays
  - Sitting up for 2-4 hours at a time completing clerical type tasks such as writing menus, completing projects/assignments or utilizing computer for patient services or ordering food products and supplies
  - Ability to work in tight quarters in close proximity of other healthcare workers
  - Ability to work in a mentally and physically demanding environment
  - Ability to problem solve, make decisions and act appropriately
13. Supervised Practice is established for purely educational purposes and is never to replace any employee at a facility that accepts students.
14. Punctuality and attendance must be maintained at 90% or greater with only exclusion due to a rare emergency situation. Site preceptors and instructors must be notified at least one hour prior to the start time of any variation from scheduled attendance. One no show will result in disciplinary action and will negatively impact course grade. Two or more no shows are grounds for expulsion from the Program and will result in precluding a student from re-entry into the Program for a 2 year period even if they withdrew from the course. The Nutrition Review Panel will review the circumstances and will provide the student with a decision regarding reacceptance within two weeks of the review. There will be a limit of three reprimands throughout the academic path at Merritt College after which the student will not be allowed to enter or continue in Dietetics Programs.
15. Student interns who receive two poor evaluations from preceptors (defined as two or more poor/unsatisfactory marks on a performance review) will be terminated from the Program. The

instructor will notify a student in writing after a poor site evaluation that they are subject to dismissal if they receive a second poor evaluation. A student will be removed from a site immediately if it is determined that their behavior poses a danger to the patient as assessed by the site preceptor.

16. The Merritt College Dietetic Technician program is a degree program designed to meet the minimum competencies for professional practice in dietetics and provide preparation for the dietetic technician registration examination. The program provides a minimum of 450 supervised practice hours at a variety of rotation sites, including clinical, community, foodservice and management facilities throughout the San Francisco bay area. The program will place students at sites as deemed most appropriate by the Program Director (PD).
17. Students may complete up to 30 hours outside of assigned rotations. All experiences must receive prior approval from PD, and must meet the following requirements: Hours that an intern puts in that are normal entry level professional work related duties, such as program planning, continuing education activities, staff or professional meetings and required online training may be included in intern supervised practice hours, if they are assigned and/or approved by the preceptor or PD. This may be done in projects assigned as "homework" which might have been done as a part of a dietitian's work duties, as after hours activities, including night or weekend events that are sponsored by the facility, or as training events/modules in the specific area of practice done online or onsite outside of regular work hours.
18. Adequate proof of attendance, in the form of certificate of completion of a training module or CEU certificate, or completed project, and application of knowledge gained at the training/seminar and/or proof of completed project work is required and must be proved at scheduled portfolio reviews for PD review. Hours of attendance must be logged on hours sheet and signed off by either the preceptor or PD.

## **SUPERVISED PRACTICE SITES/FACILITIES**

Program Director(s) take due diligence to select facilities and Supervised Practice sites that can adequately meet and support each student in completing their competency skill list (learning outcomes). Potential sites receive an informational orientation packet which includes a Site Information Sheet. Once completed, the Program Directors verify that the preceptors are qualified and that there is a Registered Dietitian who takes the responsibility for educating and directing the student in a facility that addresses clinical issues.

The Program Director elicits student feedback informally at every class meeting and formally at the end of each rotation when a student completes a Site Evaluation Form. Feedback from each student is seriously considered. Communication between Program Director/faculty and preceptor transpires via telephone, email and site visits at multiple intervals during the student's term at a facility. Any facility or site that does not appropriately support the learning experience will be no longer used. Every attempt will be made to visit a new site and any site experiencing problems. Otherwise, the Program Director or Clinical Coordinator will plan out site visitations at the beginning of each semester as not all sites can be visited each semester due to faculty load constraints.

Supervised Practice sites for Merritt College students of the Nutrition and Dietetic Department are selected and periodically evaluated for adequacy and appropriateness of facilities, to ensure facilities are able to provide supervised practice learning experiences compatible with the competencies students are expected to achieve. Communication with Registered Dietitian, or with preceptor deemed appropriate based on Program Director's discretion, initiates the process of facility selection. Facilities are screened formally or informally to identify the opportunities available at each site for meeting specific program objectives, availability of staff to oversee student training, and the willingness of the administrators to enter into an agreement with the college and program for this training. Program Directors visit facilities each semester to tour and assess continued appropriateness and adequacy. Each new facility will be visited within the first semester of student placement. All facilities will be visited by PD at least once every 3 years. Students also assess each facility they work with after their supervised practice experience. Facilities/preceptors at which students find it challenging to complete competencies or at which the preceptors is unavailable are not continued as sites.

The program maintains written agreements in advance of student placement with institutions, organizations and /or agencies providing supervised practice experiences to meet the competencies. Agreements delineate the rights and responsibilities of both the sponsoring organization and the affiliating institutions, organizations and/or agencies. Signed agreements are kept in the Nutrition and Dietetics office with copies provided for the supervised practice site. Agreements are reviewed annually and are updated and renewed as requested by either party, with a minimum of once every 5 years.

In addition, The Peralta District purchases liability, malpractice, and Worker's Compensation insurance coverage for Merritt College students while at their assigned facility participating in Supervised Practice. Each Supervised Practice student and preceptor is provided with Certificates of Liability and malpractice insurance.

### **Dress Code for Field Site Rotations**

All students are required to dress in professional attire during every field rotation as a representative of Merritt College. Appropriate attire must be in keeping with the workplace standards and must not distract from, or interfere with, the provision of healthcare services.

#### Dress Guidelines

1. A Merritt College ID must be worn at all times when on a field rotation.
2. No jeans, denim or terry cloth "work-out" or sweats type clothing. Pants should be fitted without being excessively tight (at least 1 inch room on each side of pant leg) or loose.
3. Undergarment lines should not be visible.
4. Acceptable blouse/shirts should have sleeves, cover the chest, and cleavage must not be exposed. Tank tops, spaghetti straps or T-shirts are not allowed. Men should consider collared shirts.
5. Leg covering (hose or socks) must be worn at all times to comply with health codes in healthcare facilities.
6. Closed-toe shoes are required when working in a kitchen type facility to protect the feet. Non-

slip shoes are also recommended.

7. All clothes must be freshly laundered and free from stains, smells and dirt.
8. Skirts and pants must be knee length or longer.
9. No offensive logos visible on clothing; colors should not be distracting to patient care or service.
10. White lab coat required for DT students, length must cover buttock with recommended end at fingertip.

### Personal Hygiene Guidelines

1. Showering and use of deodorant must be maintained daily.
2. Hair should be clean and frequently shampooed.
3. Avoid excessive use of perfumes, colognes or strong smelling care products.
4. If you smoke, take measures to smell fresh.
5. Proper mouth care with teeth brushed at least each morning and attention paid to scent of breath after meals, especially after eating strong foods such as garlic or onion.

## **Confidentiality**

### HIPAA and Supervised Practice Sites

Respect for the privacy of patients, residents, and the rotation site is absolutely essential. Program participants are required to abide by the provisions of US Health and Human Services for Protecting the Privacy of Patients' Health Information called Health Insurance Portability and Accountability Act (HIPAA), as interpreted by each supervised practice site. Additional information can be found at [www.hhs.gov/ocr/privacy/hipaa/understanding/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html). A violation of confidentiality is grounds for Program suspension pending inquiry and possible dismissal.

## **Communication**

The faculty, Program Director and preceptors will communicate frequently regarding student contact information, progress and goals including weaknesses and strengths of students. The goal is to promote student success. *Students are required to notify instructor **immediately** of any changes in site assignment or any pertinent information or barriers affecting student's work ability, participation, and alteration from anticipated assignment by instructor.* The student needs to discuss any major changes that would impact time allotted for Supervised Practice and coursework.

Respect for the privacy of our students is maintained. Student files are contained in a secure area. Students may view their files with a written request and mutually agreed upon meeting with the Program Director. Student information is shared only with permission to abide by the Family Educational Rights and Privacy Act. Confidentiality is maintained with the Program. Students need to notify instructors if there is specific information he/she wishes not be disclosed (refer to the acknowledgement form

provided in Attachment 6).

## **Insurance/Claims**

The Peralta District purchases liability, malpractice, and Worker's Compensation insurance coverage for Merritt College students while at their assigned facility participating in Supervised Practice. Each Supervised Practice student and preceptor is provided with Certificates of Liability and malpractice insurance. They are also supplied with the following instructions in the event of an accident or injury when the student is at a Merritt Supervised Practice site:

- Notify the preceptor/supervisor immediately and follow the facility reporting procedure.
- Seek treatment in any hospital emergency room if there are life-threatening injuries, or at a clinic as specified below.
- The Allied Health student must complete the “**Employee’s Claim for Workers’ Compensation Benefits Form (DWC1)**” and return this form to the Office of Risk Management at the Peralta District Office within 48 hours. This form is located in each Business Office and the Peralta website. Go to District Office/General Counsel/Risk Management. The student **must put the name of the instructional program after their name**, i.e. Employee’s Name- *Mary Smith (Dietetic technology student)*.
- The District participates in the “WellComp” Medical Provider Network. Allied Health students must obtain initial medical treatment from:

**Concentra Occupational Health Clinic  
384 Embarcadero West  
Oakland, CA 94607  
510-465-9565**

Allied Health students can also elect to receive treatment from a WellComp network doctor. Information on network providers is located on the WellComp website at [www.wellcomp.net](http://www.wellcomp.net).

For life threatening injuries, Allied Health students should go to the nearest emergency room for treatment. If medical treatment is provided to the Allied Health student by the hospital where they are receiving clinical experience, the Allied Health student should follow up at the Concentra Occupational Health Clinic as soon as possible.

- Allied Health students are required to provide a copy of a work status report following each medical appointment to their instructor.
- Authorized medical treatment provided to Allied Health students as the result of an injury or illness sustained in the clinical setting will be paid by the District’s Workers’ compensation claims administrator. These bills should be referred to:

**Southern California Risk Management Associates, Inc.**  
**313 E. Foothill, Upland, CA 91786-3952**  
**Phone: (909) 608-7171**

- Notify your instructor and the Program Director (Heather Casale 510-434-3834) immediately since report forms must be received within 24 hours and submitted within 48 hours.
- If you are unable to call, request that a family member or the treating physician call on your behalf.

**COMPLETION REQUIREMENTS FOR SUPERVISED  
PRACTICE COURSES**

1. All prerequisite courses must be completed with a grade of “C” or better.
2. Documentation of at least 150 hours per Level A-C at two different sites per level, pre-approved by the Program faculty.
3. No more than 30 hours per semester may be completed outside the assigned rotations at Level B/C, if the activities are related to a competency, the instructor grants prior approval, the activity is appropriately documented and is signed off by the person agreed upon in prior approval. No more than 18 hours outside assigned rotations may be completed at Level A.
4. The Dietetic Technology Program Director may award hours for coursework previously completed that meets Competency Skills or Student Learning Outcomes in accordance with ACEND guidelines.
5. Successful completion of the Supervised Practice course with a grade of "C" or better requires that 100% of both hours and documented competencies be submitted to the instructor before the last day of the semester or the date specified in the instructor’s syllabus, whichever is earlier.
6. Students may request an incomplete only under extraordinary emergency circumstances that arise within the last 2 weeks of the semester and have already completed 90% of the hours and documentation of competencies (skill list). An *incomplete* grade must be resolved by the date designated on the petition by the instructor or within 3 weeks from the beginning of the following semester if not specified. A “ NC-no credit” may be given if circumstances were previously discussed with instructor and correlate to Program policies. Hours and competencies completed would be valid for one year pending the re-enrollment into the same level the NC was applied.
7. A student may withdraw from the course before the college deadline and request readmission to the Program the following semester with full credit for completed hours and documentation. After one year all hours and course work expire and will need to be repeated.
8. A grade of “C” or better in both the practice and academic class co-requisite 70/71 is required to advance to the next level. If a student receives a “D” or an “F” grade, the student must reapply for Program admission and address any areas that hindered past success and show that previous obstacles have been resolved. Applications are approved by the Nutrition Review Panel (Instructor, Program Directors, Discipline Chair and Administrator, Vice President of Instruction or Dean).
9. Completion of an Exit Interview with Program Director or instructor is required to verify all Program

requirements and necessary documentation were accomplished to qualify for Program completion (see Attachments 2 and 3).

## **Nutrition and Dietetics Department Grading Standards**

The Nutrition and Dietetics faculty and the Program Advisory Board have agreed upon the following grading standards for the Department of Nutrition and Dietetics at Merritt College. They support the Program mission, goals, and outcome measures.

- Regular and prompt attendance is expected.
- Participation, teamwork, and collaboration are required.
- Immediate communication with the instructor regarding any obstacle to attendance, punctuality, or perseverance (to the end of class) is expected.
- RESPECT AND COURTESY are core values in our learning community. Disruptive student behavior is subject to Merritt College disciplinary action.
- Make up exams must be arranged promptly (preferably before the exam is given) and completed before the exam is returned to students (one week).
- Excellence is sought in all work completed including projects, assignments, worksheets or exams.
- Extra credit is used sparingly and only to support learning activities.
- Reasonable penalties are given for late assignments.
- Respect is shown for Merritt College policies including those which prohibit food/beverages and unregistered guests in the classroom.
- Dishonest behavior such as cheating, plagiarism, theft, and misrepresentation will result in course failure and suspension or dismissal from the department programs. PERSONAL INTEGRITY is a core value. Students must adhere to the Merritt College Code of Ethics.
- Students are required to keep their own grade sheet with current points earned, so that at any point in the semester a student can calculate their own grade.

***Students should review the course syllabus for information regarding specific expectations in each course for late papers, exams, etc. All courses in Nutrition and Dietetics strive for clear communication and consistent enforcement.***

## **Evaluation and Grading Within Supervised Practice**

Evaluation each semester by your preceptor includes the following criteria: ethical behavior, confidentiality, honesty, dependability, knowledge, commitment, maturity, punctuality, cooperation, and professionalism (see Attachment 4). The preceptor will also evaluate your competencies/student learning outcomes. Student interns who receive two poor evaluations from preceptors (defined as two or more poor/unsatisfactory marks on a performance review) will be terminated from the Program. The instructor will notify a student in writing after a poor site evaluation that they are subject to dismissal if they receive a second poor evaluation. A student will be removed from a site immediately if it is determined that their behavior poses a danger to a patient as assessed by the site preceptor.

Once the student has documented every competency/learning outcome at least to a minimal level, expectations are that the student will strive to improve their skills and level of mastery in appropriate competencies and in documenting the activities. The expectation is that most activities should be performed at a moderately skilled level (3.0 on a Leichert scale of 1-4) (refer to the sample competency skill lists provided in Section III and IV, below).

Evaluation each semester by your instructor also includes demonstration of knowledge of course topics, reliability, punctuality, cooperation, and professionalism.

As in all Merritt Nutrition courses, attendance and punctuality are required and participation will impact your grade. If you must miss a scheduled time at a site, you are required to notify your preceptor **and** the instructor at the earliest possible time. The student is responsible for 150 total Supervised Practice hours per semester and timesheets for Supervised Practice hours need to be submitted for all levels (see Attachment 5).

Any violation of the AND/ANFP Code of Ethics, Merritt College Code of Conduct, or local, state or federal laws, will be grounds for Program disciplinary action (see Expected Student Behavior & Discipline) and will impact your grade.

### **Petition for a Certificate or Associate Degree**

Once students are in their final semester of study, they must file a petition for an Associates Degree or Certificate of Achievement by the deadline shown in the Academic Calendar for the semester in which they plan to complete degree or certificate requirements. Petition forms are available in the Admissions and Records office and online at the Merritt College website. Students must meet with a counselor to complete the petition and it is the student's responsibility to file the petition with Admissions and Records, as well as filing all transcripts of previous college work if they have not already done so. The student can arrange to meet with a counselor by scheduling a 30-minute appointment at the front desk of the Counseling Center, Room R-109A, or by calling 510-436-2475.

### **Verification Statement for DT Students**

Every student who successfully completes Merritt's Dietetic Technology AS Degree (Pathway 1) or Certificate in Dietetic Technology with a previous college degree in Nutrition or Dietetics (Pathway 2), and has completed the DTCE with a minimum pass rate of 80%, will receive multiple original Verification Statements, as specified by ACEND/AND and provided by Merritt's Program Director.

The Verification Statement is an official document that verifies that the Program graduate has demonstrated knowledge, skills, and competencies of an entry level Dietetic Technician. One original Verification Statement is required when a graduate applies to sit for the national Registration Examination for Dietetic Technicians of the CDR/AND. Additional Verification Statements are

supplied to the graduate and one is maintained in the Program office.

The Program Director or Clinical Coordinator will conduct an exit interview with every graduate. At this time the Verification Statement and exam requirements will be discussed.

## COMPLAINTS

It is the policy of the Nutrition Discipline and Programs to provide fair and equitable treatment to all students. Students are encouraged to communicate informally with any Program instructor, the Clinical Coordinator and/or the Program Director regarding a problem, concern, or complaint. If the problem is not resolved, the student may follow a formal procedure for a complaint/grievance described in the *Merritt College Catalog*.

If due process is not followed, a Dietetic Technology student (admitted into NUTR 70-71 B-C), may also file a complaint with the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Complaints should only be submitted to the ACEND after all other options with the Program and institution have been exhausted.

Program students have a right to access their own Program records maintained in the Program office by Program faculty and the Program Director.

## EXPECTED STUDENT BEHAVIOR AND DISCIPLINE

Every Merritt student is expected to abide by the Code of Conduct in the *Merritt College Catalog* at all times. A procedure for disciplining violations of the code is also described in the *Catalog*. Any violation will proceed as described in the *Merritt College Catalog*, p. 331.

In addition, students in the Supervised Practice courses must agree to:

- Honor the Merritt Code of Conduct
- Abide by the Code of Ethics of the ANFP
- Abide by the Code of Ethics of the CDR/AND
- Abide by state law (including BP 2585-2586.8 Scope of Practice)
- Abide by applicable federal law (including HIPAA)

The clinical instructor has the responsibility and authority to remove a student from the supervised practice site and dismiss a student from the Program for cause. For purposes of this policy, “cause” is when the instructor has determined that the student’s performance falls below the acceptable standard of care for the patient and poses a substantial danger to the health and welfare of the patient or a violation

of patient confidentiality.

A written notice of intent to dismiss shall set forth the facts giving rise to the decision to remove the student, the reasons for the dismissal and summarize any prior counseling given to the student. The notice shall be hand delivered to the student or mailed by certified mail, return receipt requested.

Upon receipt of the notice of intent to dismiss, the student may request an immediate hearing under Section I of the procedures of this policy, if such request is made in writing within three days of receipt of the notice. Alternatively, the student may elect to appeal the removal and intent to dismiss through the District's "Student Academic Grievance Hearing Procedure", as provided in Section II of the procedures of this policy.

A student who requests an immediate hearing under Section I of this procedure will be allowed to attend all classes except supervised practice classes until a finding is made by the Allied Health Student Grievance Committee. If the Committee's finding recommends that the instructor's decision be upheld, and this finding is accepted by the Dean of Student Services, the student may continue the appeal procedures under this Policy but shall not be allowed to attend further classes. If the Committee finds that the instructor's decision was without cause as defined above or based on mistake, fraud, bad faith or incompetence, and this finding is accepted by the Dean of Student Services, the student may continue to attend classes except for supervised practice classes, pending any appeal made by the instructor.

A student who successfully appeals the removal and dismissal decision shall be reinstated into the Program and his/her academic record will be expunged of references to the decision. The college shall provide the student with assistance in making up any clinical education lost during the appeal process.

A student who is dismissed from the Program may apply for re-admission pursuant to department policy, which may require evidence of remediation. However, in all cases "three strikes" --three occasions in which the student has been found to exhibit dishonorable conduct-- will ban the student from entering or reentering the Program.

## **Procedure for Allied Health Student Appeal for Dismissal for Clinical Performance**

### Definitions:

- A. "Days" shall mean working days of the District.
- B. Where the procedure refers to action participation by a District administrator, such as the Dean of Student Services, that reference also includes any person appointed as designee.
- C. "Cause" is defined in Board policy 4.44.
- D. "Mistake", "fraud", "bad faith", or "incompetence" shall be interpreted under Education Code Section 76224.

- I. Allied Health Student Grievance Hearing
  - A. Student Rights

A student who has been removed by an instructor for cause under this policy has the right to an Allied Health Student Grievance Hearing under the following conditions:

1. The student requests an immediate hearing within three days of receipt of the notice of intent to dismiss.
2. The request is submitted in writing to the Dean of Student Services.
3. The student submits an approved complaint form as described in the District's "Student Academic Grievance Hearing Procedure"; section B.2 within three days of receipt of the notice of intent to dismiss.

**B. Hearing**

1. The immediate hearing will be scheduled within seven days of receipt of the complaint and request for an immediate hearing. The student and instructor shall be notified no less than three days prior to the hearing of the date scheduled for the hearing.
2. The Allied Health Student Grievance Hearing Committee shall be composed of the following:
  - a. The Dean of Instruction, who shall chair the Committee
  - b. One faculty member from the program who is not a party to the grievance or another faculty member from a related health program may be substituted if necessary (appointed jointly by the Peralta Federation of Teachers [PFT] and the Academic Senate).
  - c. One faculty member from a related health program not involved in the grievance (appointed jointly by the PFT and the Academic Senate).
  - d. One administrator of the College who is not the Dean of Student Services (appointed by the College President).
  - e. One student of a program not involved in the grievance (appointed by the College President).

C. The Committee shall conduct the hearing and make a recommendation to the Dean of Student Services based on the evidence and testimony given during the hearing. At least three members of the Committee must agree on a recommendation to the Dean of Student Services. The Committee must issue a written report, including a summary of the evidence, summary of the positions of the parties, findings of fact, conclusions on whether the dismissal was for cause or the instructor's evaluation was based on fraud, mistake, bad faith or incompetence. The Committee shall make a recommendation to the Dean of Student Services on where the student's dismissal should be reversed or upheld. If applicable, the members of the Committee who disagree with the majority report may attach a minority report to the final written report. The Committee's written report shall be issued within two days after the hearing is completed and all evidence has been submitted.

**D. Dean of Student Services**

The Dean of Student Services may accept, reject or return the recommendations to the Committee for further action. The Dean of Student Services shall notify the student, instructor and committee of his/her decision based upon the findings of fact of the committee.

**E. Appeal of the Decision of the Dean of Student Services**

The "Appeal Process" described in the "Student Academic Grievance Hearing Procedure" shall

be used to appeal the decision by the Dean of Student Services, as appropriate and applicable.

## II. Student Academic Grievance Hearing Procedure

### A. Student Right

A student who has been removed from the clinical laboratory class for cause under this Policy may alternatively file a formal grievance alleging mistake, fraud, bad faith or incompetence in the evaluation of the student's performance under the District's "Student Academic Grievance Hearing Procedure". Use of this procedure does not entitle the student to an immediate hearing as described above.

### B. Procedure

The provisions of the "Student Academic Grievance Hearing Procedure" shall apply except that the "College Grievance Committee" shall be substituted with the Allied Health Student Grievance Committee as described above.

If due process is not followed, a Dietetic Technology student (enrolled in NUTR 70-71 B-C) may file a complaint with the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND).

## **DIETARY MANAGER (DM) /DIETETIC SERVICE SUPERVISOR (DSS)**

### **CERTIFICATE OF COMPLETION: REQUIRED COURSES:**

<u>Class Title</u>	<u>Class Number</u>	<u>Units</u>	<u>Description</u>	<u>Offered</u>
NUTRITION	NUTR 10	3-4*	The nutrients and guidelines for healthy diets	Fall, Spring, Summer
NUTRITION & DISEASE (Prerequisite NUTR 10)	NUTR 12	3	Nutritional care during illness & stress	Fall, Spring
SANITATION & SAFETY	NUTR 30	2	Application of HACCP in healthcare foodservice. Acquire ServSafe Certification	Fall, Spring
FOOD-PRODUCTION SYSTEMS	NUTR 31	3	The responsibilities of the effective foodservice manager	Spring only
SUPERVISION & TRAINING	NUTR 32	3	Human resource management	Fall only

SEMINARS IN SUPERVISED PRACTICE—Level A (Prerequisites)	NUTR 70A	2	Classroom component of supervised practice	Fall, Spring
ROTATIONS IN SUPERVISED PRACTICE—Level A (Co requisite)	NUTR 71A	2	Field component of supervised practice	Fall, Spring
SURVEY OF NUTRITION AND DIETETICS (Recommended)	NUTR 1	1	Survey of career requirement	Fall, Spring

NUTR 10, 12, 30, and either 31 or 32 must be successfully completed prior to admission to the Supervised Practice Level A. Either NUTR 31 or 32 may be taken concurrently with NUTR 70-71 A with instructors' pre-approval.

\* If a class equivalent to Nutrition 10 was taken as a 3-unit class a mandatory 1- unit of Nutrition 1 must be taken to complete the 19 units required to receive a Certificate of Completion.

### **CODE OF ETHICS - CDM, CFPP**

The Code of Ethics for members of the Certifying Board for Dietary Managers (CBDM) has been adopted to promote and maintain the highest standards of foodservice and personal conduct among its members. Adherence to this code is required for membership and serves to assure public confidence in the integrity and service of the CBDM.

1. The CDM, CFPP provides professional services with objectivity and with respect for the unique needs and values of individuals.
2. The CDM, CFPP avoids discrimination against other individuals on the basis of race, creed, religion, sex, age, national origin and complies with EEOC & ADA requirements and the Rehabilitation Act of 1973.
3. The CDM, CFPP fulfills professional commitments in good faith.
4. The CDM, CFPP conducts himself/herself with honesty, integrity and fairness.
5. . The CDM, CFPP endeavors to act impartially in all decisions while fulfilling professional duties and agrees to disclose any existing or potential conflicts of interest.
6. The CDM, CFPP practices dietary management based on professional principles.
7. The CDM, CFPP assumes responsibility and accountability for personal and professional competence in practice.
8. The CDM, CFPP maintains confidentiality of information and adheres to privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all other federal, state and local requirements.
9. The CDM, CFPP exercises professional judgment within the limits of his/her qualifications and seeks counsel or makes referrals as appropriate.

10. The CDM, CFPP provides sufficient information to enable clients to make their own informed decisions.
11. The CDM, CFPP promotes or endorses products in a manner that is neither false nor misleading.
12. The CDM, CFPP permits use of his/her name for the purpose of certifying that dietary services have been rendered only if he/she has provided or supervised the provision of those services.
13. The CDM, CFPP accurately presents professional qualifications and credentials.
  - a. Uses “CDM, CFPP” or Certified Dietary Manager, Certified Food Protection Professional only when certification is current and authorized by the Certifying Board for Dietary Managers.
  - b. The CDM, CFPP complies with all requirements of the Certifying Board’s certification program in which he/she is seeking initial or continued credentials from the Certifying Board for Dietary Managers.
  - c. The CDM, CFPP is subject to disciplinary action for aiding another person in violating any Certifying Board certification requirements or aiding another person in representing himself/herself as a Certified Dietary Manager when he/she is not.
14. The CDM, CFPP presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
15. The CDM, CFPP provides objective evaluation of candidates for professional association memberships, awards, scholarships or job advancement.
16. The CDM, CFPP voluntarily withdraws from the professional practice if personal circumstances could negatively affect or harm the client or organization that serves the client.
17. The CDM, CFPP complies with all applicable laws and regulations concerning the profession. The CDM, CFPP is subject to disciplinary action under the following circumstances:
  - a. The CDM has been disciplined by a state chapter and at least one of the grounds for discipline is the same or substantially equivalent to these principles contained herein.
  - b. The CDM, CFPP has committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or any agency or a governmental body.
18. The CDM, CFPP accepts the obligation to protect society and the profession by upholding the Code of Ethics for the profession of Nutrition and Foodservice Management and by reporting alleged violations of the Code through the review process of the Certifying Board for Dietary Managers.

## **DOCUMENTING COMPETENCIES OF ACCOMPLISHED SKILL ACTIVITIES**

- A. To document the completion of a competency, the student should include the following items listed under the competency skills denoted. Each competency must be listed on a separate page and all supportive data (forms and examples) placed behind that page. Once completed, competencies should be inserted into a portfolio in the order listed in the competency profile. Each write-up must include:
  1. Write out the Competency (copy exact wording).
  2. Date and Facility.

3. Purpose of activity - In your own words the reason why the activity will meet the skill.  
Examples:
  - a. to develop educational material for a target population, I chose seniors and calcium intake
  - b. to perform nutrition screening
4. Descriptor – Describe what activity took place/what you did. Be complete yet concise.  
Examples:
  - a. I developed a flier with large print for seniors that focused on high calcium dairy and non dairy foods
  - b. I screened an elderly Latino gentlemen diagnosed with Crohn’s Disease who had been in the hospital for 3 days
5. What was the outcome/evaluation? What happened? What would you do to make it better next time? In other words, was the activity successful in reaching the goal?  
Examples:
  - a. The flier was used as a handout at a fair for seniors and though the information was useful the print was too small.
  - b. The patient ate less than 75% of his meals and was assessed at being at moderate nutrition risk. As discussed with the RD, the care plan included adding nourishments between meals.
6. Place any samples/copies/examples directly **behind** the related competency.
  - c. If the copy applies to more than one competency you may make a copy or reference where it can be found.
  - d. Strike all confidential information such as removing any patient name or identification number.

B. Preceptor Verification and Evaluation: The preceptor will evaluate the documented competencies to verify accuracy of practiced learning and to assess the skill level. Skill level ratings are listed on the Dietetic Service Supervisor/Dietary Manager (Level A) and Dietetic Technician (Level B & C) Competency Signature Forms. It is expected that the preceptor will review and critique the recorded work prepared by the student and that the student will make any recommended/necessary changes.

C. Instructor Review and Acceptance: The instructor will assess each recorded competency and grade the work based on a well-developed record (write-up) that leads to comprehensive understanding of the activity and outcome, including samples and handouts. The instructor will assess if the competency activity meets the intended learning outcome. Students may need to repeat activities related to a competency to either improve proficiency or to better align learning with intent. The schedule for reviewing students’ competencies will be included in the syllabus provided to each student at the beginning of the class.

D. Students in the DM program may complete up to 18 hours in outside assigned rotations. Students in the Supervised Practice (SP) portion of the Dietetic Technician program a students may complete up to 30 hours per semester for level B/C outside of assigned rotation sites. Eligibility for these hours must be approved by program director (PD) prior to completion of hours and meet

the following criteria:

- Written description of activity to be performed. Include when, where, length of time, sponsor or presenter, title and description
  - Identify related competency and describe relationship. Detail whether hours will meet clinical, community, food service, or management hours.
- 

The sample competency skill list for the Dietary Manager/Dietetic Service Supervisor component of the Program is provided on the following page. The sample competency skill list for the Dietetic Technician portion of the Program is provided in Section IV, below.

**STUDENT NAME:**

**SEMESTER:**



**SUPERVISED PRACTICE – Level A  
DIETARY MANAGERS/DIETETIC SERVICE SUPERVISOR  
COMPETENCY PROFILE**

**Rotation Placement & Preceptor Name:**

Site #1 \_\_\_\_\_

Site #2 \_\_\_\_\_

Other \_\_\_\_\_

**Performance/Skill Rating Scale:**

- 4 –Skilled/can perform independently with no additional training
- 3 –Moderately Skilled/has performed independently during training program; limited additional training may be required.
- 2 –Limited Practice/has practiced during training program; additional training is required to develop skill.
- 1 –Exposure only/ general information provided with no practice time; close supervision needed and additional training required.
- 0 –Neither exposure/nor information/ nor practice provided during training program; complete training required.

**Method of Evaluating Skill:**

- Ob- Observation
- D - Demonstration
- I - Interview
- T - Test

<b>COMPETENCY</b>	SITE 1: RD PRECEPTOR RATING/ INITIAL	SITE 2: RD PRECEPTOR RATING/ INITIAL	OTHER RD RATING/ INITIAL
<b>SCOPE OF OPERATIONS</b>			
<i>*DSS Skill -1-. Identify location of applicable laws &amp; regulations &amp; determine compliance to regulatory requirements (state &amp; federal). Determine acceptable standards of care in the dietary services: includes but not limited to CA Code of Regulations, Title 22; Federal Code of Regulation, BP Code of RD/DTR, &amp; FDA Food Code.</i>			

<p>- Identify the role and limitations (no Scope of Practice) of the Dietary Service Supervisor under law (Title 22) for the Operation of Food Service.</p>			
<b>NUTRITION FUNDAMENTALS</b>			
<p><i>DSS Skill 3- Assist in the development of planned menu (including disaster menus) to meet the nutritional needs of the population. Ensure that menus are followed.</i></p>			
<p><i>DSS Skill 5- Ensure that residents/patients receive and consume foods in the appropriate form as prescribed by the physician who is lawfully authorized to prescribe.</i></p> <ul style="list-style-type: none"> <li>• <i>Ensure that there is accommodation of food preferences.</i></li> <li>• <i>Ensure current profile cards are maintained.</i></li> <li>• <i>Provide assistive devices as needed.</i></li> </ul>			
<p>1. Document Nutrition Information in the Medical Records</p>			
<p>2. Interview for Nutrition Related Information</p>			
<p>3. Obtain Routine Nutrition Screening Data</p>			
<p>4. Identify Nutrition Problems and Client Rights</p>			
<p>5. Modify Diet Plans</p>			
<p>6. Implement Physician's Dietary Orders</p>			
<p>7. Apply Standard Nutrition Care Procedures</p>			
<p>8. Review Effectiveness of Nutrition Care</p>			
<p>9. Manage Special Nourishments and Supplemental Feedings</p>			
<p>10. Assist Clients with Food Selection</p>			
<p>11. Use Nutrition Education Materials</p>			
<p>12. Adapt Teaching to Clients' Educational Needs</p>			

<b>MANAGEMENT OF FOODSERVICE OPERATIONS</b>			
<i>DSS Skill 2-. Create and revise dietetic services Policies and Procedures. Know timely review and revision of the facility's policies and procedures to ensure that they are in compliance with regulations and food safety standards of practice. Identify Location of Diet Manual.</i>			
<i>DSS Skill 4- Ensure that food is prepared by methods that conserve nutritive value, flavor and appearance. Ensure that standardized recipes are followed, as approved by RD.</i>			
<i>DSS Skill 7 A- Ensure that the department runs smoothly including the food ordering and storage according to applicable state requirements.</i>			
<i>DSS Skill 7B- Ensure the ongoing, planned staff development of new and existing employees to ensure that they are competent to carry out the functions of the dietary service. Ensure proper management of staffing schedules, employee health, labor relations, safety programs and other duties as assigned by administration.</i>			
<i>DSS Skill 6- Ensure food is stored, prepared, distributed, and served under sanitary conditions to prevent food borne illness. This includes the sanitation oversight of areas assigned to other departments such as the cleaning &amp; sanitizing of internal components of the ice machine and nurse pantry refrigerators, trash disposal systems.</i>			
<i>ICF-DID Knowledge that denial of a nutritionally balanced diet cannot be used as a punishment, dining room must be staffed to promote self help dining and an ice scoop must be stored and handled in a sanitary manner</i>			
<b>1. Manage Standardized Recipes</b>			
<b>2. Specify Standards and Procedures for Preparing Food</b>			
<b>3. Supervise the Production and Distribution of Food</b>			
<b>4. Monitor Meal Service</b>			
<b>5. Implement Continuous Quality Improvement Procedures for Foodservice Department</b>			
<b>6. Modify Standard Menus</b>			
<b>7. Define Personnel Needs and Job Functions</b>			
<b>8. Interview, Select, and Orient Employees</b>			

9. Provide Ongoing Education			
10. Develop and Maintain Employee Time Schedules and Assignments			
11. Manage Goals and Priorities for Department			
12. Manage Goals and Priorities for Department			
13. Manage Department Personnel			
14. Implement Required Changes in Foodservice Department			
15. Manage Personnel to Ensure Compliance with Safety and Sanitation Regulations			
16. Manage Purchasing, Receiving, Storage, and Distribution of Food and Supplies Following Established Sanitation and Quality Standard			
17. Protect Food in All Phases of Preparation Using HACCP Guidelines			
18. Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Guidelines			
19. Manage a Budget			
20. Prepare Specifications for Capital Purchases			
21. Plan and Budget for Improvements in the Department Design and Layout			
22. Assist in Purchasing Process			
23. Manage Revenue Generating Services			
24. Implement Cost Effective Procedures			

**Signatures/ Verification of Completion of Competencies by Registered Dietitian:**

---

***RD/RDN Preceptor Signature/ Site 1***

*Date*

*Site 1 Facility Name:* \_\_\_\_\_

---

***R/RDN Preceptor Signature/ Site 2***

*Date*

*Site 2 Facility Name:* \_\_\_\_\_

---

***RD/RDN Preceptor Signature/ Other***

*Date*

*Other Site Name:* \_\_\_\_\_

---

---

College Faculty Signature

Date

RD Merritt

\* DSS State of CA requirements; ANFP requirements

Rev.7.24.16

## II. DIETETIC TECHNOLOGY PROGRAM LEVELS B & C

### PATHWAY 1: ASSOCIATE OF SCIENCE DEGREE IN DIETETIC TECHNOLOGY

For those students who have not previously completed an associate or higher degree

**GENERAL EDUCATION:** See Merritt College Catalog for general education requirements for an Associate of Science degree

**MAJOR REQUIREMENTS:** The following courses are required for the AS Degree in Dietetic Technology to fulfill the accreditation knowledge and skills requirements of ACEND/AND.

BIOL 24: Basic Anatomy & Physiology (4 units)

MATH 203 or higher: Intermediate Algebra (4 units)

ENGL 1A or equivalent or higher: English Composition and Reading (3 units)

HLTOC 201: Medical Terminology (2 units)

*Plus:* Computer literacy (area 4C), 1 unit; Ethnic Studies (Area 5), 3 units; Humanities (Area 3), 3 units; Electives, 4-5 units

NUTR 1 Survey of Nutrition & Dietetics (1 unit)

NUTR 10 Normal Nutrition (4 units) or BIOL 28 or BIOL 31 or equivalent

NUTR 12 Nutrition and Disease (3 units)

NUTR 30 Sanitation & Safety (2 units)

NUTR 31 Food Production Systems (3 units)

NUTR 32 Supervision and Training (3 units)

NUTR 70A: Seminars in Supervised Practice—Level A (2 unit)

NUTR 71A Rotations in Supervised Practice—Level A (2 units)

NUTR 70B: Seminars in Supervised Practice—Level B (3 unit)

NUTR 71B: Rotations in Supervised Practice—Level B (2 units)

NUTR 70C: Seminars in Supervised Practice—Level C (3 units)

NUTR 71C: Rotations in Supervised Practice—Level C (2 units)

If you have already completed course work that you believe is equivalent, please request that an official transcript be sent to PCCD Admissions and Records and to the Program Director, Nutrition & Dietetics at Merritt College. In addition, register for NUTR 1 and bring a copy of your official (unopened) transcript to be evaluated for equivalency and currency. NUTR 1 will also include presentations by guest speakers and experts in the field. This will provide guidance to students looking to enter the field of nutrition and dietetics and help students determine which area of the field that they are most interested

in.

## **PATHWAY 2: CERTIFICATE OF ACHIEVEMENT IN DIETETIC TECHNOLOGY**

**If you already have a degree—Associate or higher—you may qualify under one of the three categories:**

- 1. WITH A VERIFICATION STATEMENT:** Graduates of an ACEND/AND accredited Didactic Program in Dietetics (DPD) who present an original Verification Statement from the Program Director of the DPD Program to the DT Program Director and an original transcript from the degree granting institution may apply to complete the 450 hours of supervised practice (NUTR 70-71 A-C). Upon successful completion of the Supervised Practice and DT Culmination Exam with a pass rate of 80% or higher, the graduate will earn a Merritt College Certificate of Achievement and the DT Program Director will provide the graduate with another Verification Statement. The graduate is now qualified to apply to the CDR/AND to sit for the Registration Examination for Dietetic Technicians to become a Dietetic Technician, Registered.

### **Certificate of Achievement Requirements:**

NUTR 70A Seminar in Supervised Practice, Level A (2 unit)  
NUTR 70B Seminar in Supervised Practice, Level B (3 units)  
NUTR 70C Seminar in Supervised Practice, Level C (3 units)  
NUTR 71A Rotations in Supervised Practice, Level A (2 units)  
NUTR 71B Rotations in Supervised Practice, Level B (2 units)  
NUTR 71C Rotations in Supervised Practice, Level C (2 units)

Total required units: 14

- 2. WITHOUT A VERIFICATION STATEMENT:** Applicants with an Associate-degree or higher from a regionally accredited U.S. college or university must provide the DT Program Director with an original degree transcript and evidence that they have completed the equivalent courses needed to satisfy the ACEND/AND Foundation Knowledge and Skills requirements (courses listed under “Dietetic Technology: Degree Major Requirements”). Additional coursework (as determined by the DT Program Director) beyond the seminar lectures and 450 hours of supervised practice may be required.
  - Please enroll in NUTR 1 to have your transcript evaluated and to develop an individualized plan.
  - Credit for prior coursework is granted on an individual basis based on the recommendation of the Program Director and approval of college administration.
  - The applicant will be admitted to the DT Program when they are within two semesters of completion of all requirements listed below with currency in the field of dietetics and nutrition verified. If a course/degree was taken more than 7 years prior to application submission, currency must be validated in the field of dietetics specifically in regards to normal nutrition, medical nutrition therapy, and safety and sanitation (possess current ServSafe Certificate or equivalent).

## **Certificate of Achievement Requirements**

NUTR 70-71 A-C as listed above.

Plus any courses listed under “Dietetic Technology: Degree Major Requirements” not previously completed.

3. **DEGREES EARNED OUTSIDE THE UNITED STATES:** Applicants are required to provide evidence of equivalency through an evaluation service recommended by ACEND/CDR/AND ([www.eatright.org](http://www.eatright.org)). No other agency than those listed in the website are acceptable. The applicant proceeds as specified in #2 above.
4. **PROVISION OF VERIFICATION STATEMENT:** Merritt College students who are eligible to graduate or have graduated with a degree in Dietetic Technology are required to sit the DT Culmination Exam (DTCE) before being supplied with a Verification Statement. This exam includes questions from each domain listed by ACEND and has been established to assist students in preparing for the national Registration Examination for Dietetic Technicians. Once the student passes the DTCE with a minimum score of 80%, he/she will be provided with several copies of a Verification Statement. The Verification Statement will allow them to sit for the national registration exam. The DTCE can be taken as many times as the student desires with at least a two week break to allow for necessary study time. The DTCE may be taken during any semester as arranged with the DT Program Director.

## **CODE OF ETHICS – DIETETIC TECHNICIAN**

Academy of Nutrition & Dietetics (AND)/  
Commission on Dietetic Registration (CDR)

### ***Fundamental Principles***

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.

### ***Responsibilities to the Public***

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.
  - a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
  - b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or

- more of these principles.
- c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
    - a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
    - b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
    - c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
  6. The dietetics practitioner does not engage in false or misleading practices or communications.
    - a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
    - b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
    - c. The dietetics practitioner provides accurate and truthful information in communicating with the public.
  7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
    - a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.
    - b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
    - c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

#### ***Responsibilities to Clients***

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. The dietetics practitioner treats clients and patients with respect and consideration.
  - a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
  - b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.
10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.
11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).

#### ***Responsibilities to the Profession***

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.
13. The dietetics practitioner presents reliable and substantiated information and interprets controversial

- information without personal bias, recognizing that legitimate differences of opinion exist.
14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
  15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
    - a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
    - b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.
  16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.
  17. The dietetics practitioner accurately presents professional qualifications and credentials.
    - a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CS” or “Certified Specialist”; and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by CDR.
    - b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.
  18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

*Clarification of Principle:*

- a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner’s professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner’s judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
- b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.
- c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner’s professional judgment.
- d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner’s ability to carry out professional responsibilities with

integrity, impartiality, and competence is impaired.

***Responsibilities to Colleagues and Other Professionals***

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.
  - a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
  - b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

Student Name \_\_\_\_\_ Semester \_\_\_\_\_



**MERRITT COLLEGE SUPERVISED PRACTICE  
DIETETIC TECHNICIAN COMPETENCY SKILL LIST (Level B & C)**

**Rotation Site:**

Level	Name of Facility	Major focus: Clinical, Food Service, Community, Management, etc.
Level B: Site 1		
Site 2		
Level C: Site 1		
Site 2		

**Skills Rating Scale:**

- 4 – Skilled/can perform independently with no additional training.
- 3 – Moderately Skilled/has performed independently during training program, limited additional training may be required.
- 2 – Limited Practice/has practiced during training program; additional training is required to develop skill.
- 1 – Exposure only/ general information provided with no practice time, close supervision needed and additional training required.
- 0 – neither exposure/no information nor practice provided during training program; complete training required.

Competency	Site 1 Preceptor rating/ Initial	Site 2 Preceptor rating/ Initial	Site 3 Preceptor rating/ Initial	Site 4 Preceptor rating/ Initial	Site ___ Preceptor rating/ Initial	Site ___ Preceptor rating/ Initial
<b>1. Scientific &amp; Evidence Base of Practice: general understanding of scientific information &amp; research</b>						
DT 1.1 Access data, references, patient education materials, consumer and other						

information from credible sources						
DT 1.2 Evaluate information to determine if it is consistent with accepted scientific evidence						
DT 1.3 Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria						

DT 1.4 Implement actions based on care plans, protocols, policies and evidence-based practice						
<b>2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional nutrition and dietetics technician level of practice</b>						
DT 2.1 Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics						
DT 2.2 Use clear and effective oral and written communication						
DT 2.3 Prepare and deliver sound food and nutrition presentations to a target audience						
DT 2.4 Demonstrate active participation, teamwork and contributions in group settings						
DT 2.5 Function as a member of interprofessional teams						
DT 2.6 Refer situations outside the dietetic technician scope of practice or area of competence to the Registered Dietitian or other professional						
DT 2.7 Participate in professional and community organizations						
DT 2.8 Demonstrate professional attributes in all areas of practice						
DT 2.9 Show cultural competence in interactions with clients, colleagues and staff						

DT 2.10 Perform self assessment and develop goals for self-improvement throughout the program.						
DT 2.11 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines						
DT 2.12 Participate in advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession						
DT 2.13 Practice and/or role play mentoring and precepting others						
<b>3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations</b>						
DT 3.1 Perform nutrition screening and identify clients or patients to be referred to a registered dietitian nutritionist						
DT 3.2 Perform specific activities of the Nutrition Care Process as assigned by Registered Dietitian Nutritionist in accordance with the Scope of Dietetics practice for individuals, groups and populations in a variety of settings						
DT 3.3 Provide nutrition and lifestyle education to well populations						
DT 3.4 Promote health improvement, food safety, wellness and disease prevention for the general population						
DT 3.5 Develop nutrition education materials for disease prevention and health improvement that are culturally and age appropriate and designed for the literacy level of the audience						
DT 3.6 Perform supervisory functions for purchasing, production and service of food that meets nutrition guidelines, cost parameters and health needs						
DT 3.7 Modify recipes and menus for acceptability and affordability that						

accommodate the cultural diversity and health status of various populations groups and individuals						
<b>4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations</b>						
DT 4.1 Participate in quality improvement and customer satisfaction activities to improve delivery of nutrition services						
DT 4.2 Perform supervisory, education and training functions						
DT 4.3 Use current nutrition informatics technology to develop, store, retrieve and disseminate information and data						
DT 4.4 Participate in development of a plan for a new service including budget						
DT 4.5 Implement and adhere to budgets						
DT 4.6 Assist with marketing clinical and customer services						
DT 4.7 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.						

Site 1:

---

RD Preceptor Signature & Credentials,

Date

Site 2:

---

RD Preceptor Signature, & Credentials

Date

Site 3

---

RD Preceptor Signature, & Credentials

Date

Site 4:

---

RD Preceptor Signature, & Credentials

Date

Site \_\_\_:

---

RD Preceptor Signature, & Credentials

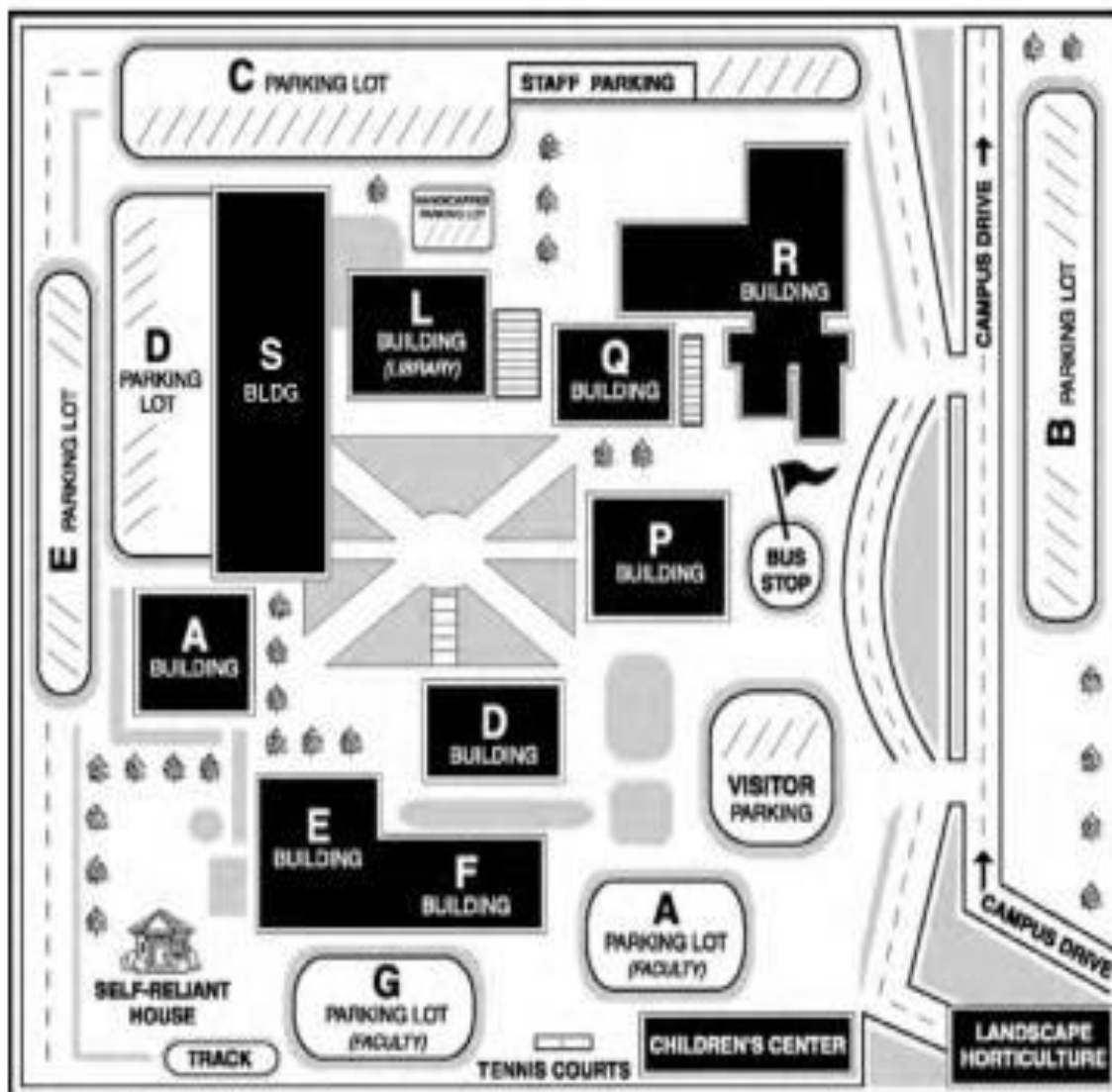
Date

Rev. 8/13/12

# **ATTACHMENTS**

## **Attachment 1: Merritt College Campus Map**

# CAMPUS MAP



BUILDING	PROGRAMS/OFFICES
A	Art, Child Development, Fitness Center, Music, Classrooms
D	Building Closed - All Programs Moved to S Building
E	Gymnasium, Classrooms
F	Locker Rooms, Faculty Offices
H	Landscape Horticulture
L	Library, Learning Center (Electronic Classroom, Math/Science Lab, Tutorial Center)
P	Classrooms, Computer Access Lab/DSP&S, Computer Labs
Q	Administration (President's Office, Vice President of Instruction), Business Services, Cashier's Office, Mailroom & Switchboard, Production Center
R	Admissions and Records, Assessment, Bookstore, Counseling, Disabled Students Programs & Services, ECPS, Financial Aid, Police Services, Puente Program, Student Activities, Student Health Services, Transfer Center, Veterans Affairs, Vice President of Students
S	Science and Allied Health Programs, Classrooms & Labs, Division I and II Offices
SRH	Self-Reliant House (Environmental Management Program)



### Attachment 3: DT Grad Exit Interview Form

Merritt College Nutrition and Dietetics  
DT GRAD EXIT INTERVIEW

Name \_\_\_\_\_ Date \_\_\_\_\_

- Received and reviewed AND/ACEND exit packet
- Completed name and address form, signed in blue ink, AND number added, program director signed
- DTE/DTRE Misuse forms signed
- Pathway #1: Degree verified: \_\_\_\_\_
  - Official PCCD transcript request in program file
- Pathway #2: Certificate verified \_\_\_\_\_
  - Original Verification Statement on file \_\_\_\_\_
- Official degree transcript on file for all colleges: \_\_\_\_\_
- Release Application in program files for official Peralta degree/certificate transcript to dept.
- Verify SP history sheet, review portfolio, hours & competencies
- Understands need to *participate in 1 and 2 year survey & expectations are for participation in the community to “share expertise”*
- Discussed exam application procedure date: \_\_\_\_\_
- Discussed study plan.
- Discussed future plans: \_\_\_\_\_
- Suggestions for program:
- Received Job Search and resource information
- Relative/close friend contact info:

\_\_\_\_\_

(Student signature/date)

**Attachment 4: Preceptor Evaluation of Students Form**  
**Merritt College**  
**Nutrition and Dietetics Department**  
**Preceptor Evaluation of Students**

Site Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Preceptor Name: \_\_\_\_\_

**Please rate your supervised practice student on the following criteria.**

Behavior	Poor	Fair	Good	Excellent	Not Applicable
<b>Ethical Behavior</b> Follows rules and standards of the Dietetics profession; exhibits moral behavior					
<b>Confidentiality</b> Handles client charts/ records/computer information in a confidential manner; uses access to confidential information only on a "need to know" basis, obeys HIPPA guidelines, avoids gossips					
<b>Honesty</b> Admits mistakes and attempts to resolve, truthful in difficult/ all situations, demonstrates moral behavior					
<b>Dependability</b> Accountable for work and behavior, trustworthy, accepts responsibility for actions, takes ownership at work					
<b>Knowledge</b> Applies skills and knowledge in practice, participates in self-assessment, improvement and development, seeks opportunities to learn					
<b>Commitment</b> Follows through consistently, dedicated demeanor, ensures effective completion of tasks					
<b>Maturity</b> Works beyond expectations, complies with rules and regulations, responsible for actions					
<b>Image</b> Neat and clean appearance, confident and open posture, speaks clearly, professional style					
<b>Punctuality</b> Reliable and on time, or calls/ makes appropriate arrangement if unable to meet schedule					

<b>Cooperation</b> Provides assistance to others consistently, brings enthusiasm to group, reliable when working with others					
<b>Professionalism</b> Displays consistently courteous service and attitude, attentive, maintains appropriate formality, eye contact, posture and personal space, works well with superiors					

Nutrition & Dietetic Field	Poor	Fair	Good	Excellent	N/A	Comments
<b>Clinical</b> Knowledge/Application						
<b>Community</b> Knowledge/Application						
<b>Food Production</b> Knowledge/Application						
<b>Management</b> Knowledge/Application						
<b>Education</b> Knowledge/Application						
<b>Professional</b> Knowledge/Application						

Strengths:

Areas for Improvement:

Other Comments:

Preceptor Signature \_\_\_\_\_ Date \_\_\_\_\_




DATE	TIME-IN	TIME-OUT	SP HOURS	FACILITY	VERIFICATION SIGNATURE with credentials
TOTAL				Merritt College Instructor Verification/ Date	

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature Key:

Print Name	Signature	Facility

--	--	--

**Attachment 6: Acknowledgement of Receipt of Supervised Practice Handbook**

**MERRITT COLLEGE NUTRITION & DIETETICS**  
**DIETETIC SERVICE SUPERVISOR /DIETARY MANAGER**  
**DIETETIC TECHNICIAN PROGRAM**  
**REQUIREMENTS FOR SUPERVISED PRACTICE Level A, B &C**

A. Credential/Scope of Practice: *I understand that I am never to use the credentials listed below as a student. Only persons who have earned their certificate/degree and passed the qualifying exam may legally use these credentials after their name:*

- *DSS - Dietetic Service Supervisor*
- *CDM, CFPP – Certified Dietary Manager, Certified Food Protection Professional*
- *DTR - Dietetic Technician, Registered*

Signature \_\_\_\_\_ Date \_\_\_\_\_

B .Confidentiality: *I understand that the Nutrition and Dietetics Program at Merritt College maintains student confidentiality. I give the faculty, Program Directors & Preceptors permission to discuss any/all information regarding my contact information, progress & goals including my weakness & strengths pertinent to my program success. I will notify instructor/program director if there is any information I wish not to be disclosed.*

- *I give full permission*
- *I have information I do not wish to be discussed:*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF SUPERVISED PRACTICE**  
**HANDBOOK**

- **I HAVE RECEIVED AND READ THE STUDENT HANDBOOK FOR SUPERVISED PRACTICE FOR THE DIETARY MANAGER/DIETETIC SERVICE SUPERVISOR & DIETETIC TECHNICIAN PROGRAMS (Levels A, B & C).**
- **I HAVE HAD ADEQUATE OPPORTUNITY TO ASK QUESTIONS AND FULLY UNDERSTAND AND AGREE TO THE PROGRAM REQUIREMENTS.**
- **I UNDERSTAND THAT I MAY NEED TO TRAVEL 60-90 MINUTES EACH WAY FOR MY SUPERVISED PRACTICE ROTATION SITE.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_