

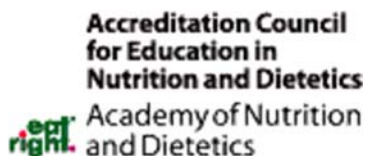


STUDENT HANDBOOK

Dietetic Technician Program

The Dietetic Technician Program is accredited by ACEND. Information about the program is available from:

ACEND Academy of Nutrition & Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995
Phone: 800-877-1600, extension 5400
acend@eatright.org www.eatright.org



Program
Information

Policies and
Procedures

Field Experiences

Expectations

Professional
Memberships and
so much more!



75 Grasslands Road
Valhalla, NY 10595
www.sunywcc.edu

Welcome

Welcome to the Dietetic Technician (DT) Program at Westchester Community College (WCC). This *Dietetic Technician Student Handbook* is intended to provide guidance and assist you while pursuing coursework in the Dietetic Technician program. Upon completion of program requirements, you will earn the degree, Associates of Applied Science (A.A.S.) – Dietetic Technician.

Graduates of the Dietetic Technician program are eligible to become members of the Academy of Nutrition and Dietetics (AND) and to sit for the registration exam to become a Dietetic Technician Registered (DTR).

This Handbook contains information regarding policies and procedures related to the Dietetic Technician Program. Additional information regarding Westchester Community College's policies and procedures can be found within the following College online publications www.sunywcc.edu and www.sunywcc.edu/handbook.

About the Program

The Dietetic Technician Program at Westchester Community College is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), a specialized accrediting body of the Academy of Nutrition and Dietetics (AND), recognized by the United States Department of Education. The program is designed to provide high quality didactic and experiential learning opportunities that will prepare entry level Dietetic Technicians and Dietetic Technicians Registered with the knowledge, skills and competencies needed to compete effectively in the evolving job market of Westchester County and the surrounding area. One unique aspect of this program of study is the 450-hour, supervised clinical practice in area hospitals, nursing homes and community agencies. This experience provides students with an opportunity to implement the skills and principles taught in the classrooms and culinary foods lab, emphasizing the importance of adequate nutrition and diet, as it relates to wellness and a healthy life-style.

The job outlook for dietetic professionals continues to look positive. Working under the guidance of a Registered Dietitian, the Dietetic Technician is employed in various health-care facilities, nursing homes, health clubs, public health facilities and community agencies. Go to www.eatright.org for profession details.

Program Highlights

- The only accredited A.A.S. Dietetic Technician program in the Hudson Valley
- Newly renovated “state of the art” culinary suite for classroom instruction
- Supervised clinical field experience provides opportunities for students to learn in “real work situations”
- Counselor and faculty members available to assist with tutoring, program planning, registration, and financial aid procedures
- Individuals accepted on a part or full-time basis
- “Test prep” to assist in passing the Dietetic Technician Registration exam

It is mandatory that each student read and become familiar with policy and procedure statements in the Dietetic Technician Student Handbook. This is acknowledged by signing the Signature Page which is found in back of the Handbook.

I am hopeful that you will find this reference informative, and once again, welcome to Westchester Community College’s Dietetic Technician Program.

Good luck and have a great semester!

Professor Schlanger

Professor Schlanger, RDN, MA, CD_N
Program Director – Dietetic Technician Program
Curriculum Chair – Dietetic Technician/Foods and Nutrition
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914-606-6750

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**Westchester Community College
Valhalla, New York**

Dietetic Technician - Student Handbook

The mission statement of the Dietetic Technician Program shares commonalities with the mission statement of Westchester Community College by promoting diversity, academic excellence, professional development and service to the community. In keeping with the mission of the college, the Dietetic Technician program strives to foster diversity in the dietetics profession and the community at large and is dedicated to retaining students desirous of lifelong learning and professional success.

College Mission Statement

Westchester Community College provides accessible, high quality and affordable education to meet the needs of our diverse community. We are committed to student success, academic excellence, workforce development, economic development and lifelong learning.

Westchester Community College Dietetic Technician Mission Statement

The mission of the Dietetic Technician Program is to provide high quality didactic and experiential learning opportunities that will prepare entry-level Dietetic Technicians Registered, with the knowledge, skills, and competencies needed to compete effectively in the evolving job market of Westchester County and the surrounding area.

Westchester Community College - Dietetic Technician Program Goals

Program goals were developed as a result of input from the program's Advisory Board, faculty and students, and reflect the mission statements of Westchester Community College and the Dietetic Technician program. Goals will remain the same going forward.

GOAL 1: To graduate students who are competent, entry level Dietetic Technicians Registered, as a result of high quality educational offerings and experiences.

Objectives:

- Over a five year period, 70% of graduates will pass the DTR exam on their first attempt (First Time Pass Rate).
- 70% of students taking the DTR exam within the first year of graduating will pass the exam.
- 70% of the students will complete the program within 3 years or 150% of the program's length after declaring Dietetic Technician (DT) a major and having successfully passed the course, Clinical Nutrition.


GOAL 2: To graduate students who will contribute to the future workforce needs of the community.

Objectives:

- Within 1 year of graduation, at least 60% of graduates will be employed in dietetics or a related field or pursuing a higher academic degree
- Over a 5 year period, 70% of graduates or greater, will indicate that the Dietetic Technician program has "satisfactorily prepared" them for employment.
- When surveyed, 80% of employers will rate graduates of the Dietetic Technician program as "satisfactorily prepared" for employment as an entry- level Dietetic Technician Registered.

Accreditation Statement

The Dietetic Technician Program at Westchester Community College is currently granted accreditation by the Accreditation Council for Education in Nutrition & Dietetics (ACEND) of the Academy of Nutrition & Dietetics, a specialized accrediting body recognized by the United States Department of Education.

**Accreditation Council
for Education in
Nutrition and Dietetics**
 **Academy of Nutrition
and Dietetics**
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995
800/877-1600, ext. 5400
312/899-0040
Fax: 312/899-4817
acend@eatright.org

The Dietetic Technician curriculum is comprised of NYS General Education course requirements and the Core Knowledge and Competencies curriculum, mandated by ACEND. Upon completion, the student will graduate with an A.A.S. degree (64 credits). The curriculum is designed as a full-time program. If possible, it is strongly encouraged that students complete the program within 3 years.

Students enrolled in the Dietetic Technician Program, must maintain a GPA of 2.0 and earn a grade of “C” in all nutrition core courses as well as Anatomy and Physiology 1 and 2.

All students are responsible for communicating their anticipated graduation date to the Curriculum Chairperson and for submitting an “Application for Graduation Form” to the Registrar’s Office. Students are responsible to meet with the Curriculum Chairperson to ensure that all degree requirements will be satisfied by the time they plan to graduate. Upon the successful completion of the Dietetic Technician curriculum, and notification that the Registrar has cleared the student for graduation (indicating that all degree requirements also have been met), students are given a Verification Statement by the Program Director allowing them to sit for the Dietetic Technician registration exam. Additional information regarding Verification Statements can be found on page 11.

Students are ultimately responsible for meeting all academic requirements



Information on the *Verification Statement*

- To establish eligibility to write the registration examination for Dietetic Technician, a verification statement is required by the Commission on Dietetic Registration upon completion of the Dietetic Technician Program to indicate completion of academic or supervised practice requirements for eligibility to write the registration examination.
- To establish eligibility for Academy membership
- A Verification Statement is required when applying for Academy Active membership
- Dietetic Technician students who successfully complete the Dietetic Technician Program by achieving the program goals, abiding by the program policies, and reaching the expected level of competence for dietetics practice will receive a Registration Eligibility Application Name/Address Verification Form and instructions by the Program Director. Once completed, the Program Director will forward the Computerized Registration Eligibility Application Software to CDR completed. At graduation, students will be provided at least six (6) Supervised Practice Verification Statement Forms. Original Verification Statements may be required for ADA Membership Associate Active member transfer status, licensure and employment. Students should retain a copy.



Admission Criteria & Selection Process

General Admission Requirements

Westchester Community College Dietetic Technician program welcomes all students interested in pursuing the Dietetic Technician program. The Program adheres to the College's policy on admission criteria and requirements.

Information regarding admission to the College, tuition and the College's academic calendar, can be accessed from the following College online publications: www.sunywcc.edu and www.sunywcc.edu/handbook.

Tuition and Fees - Westchester Community College

For information regarding the College tuition and associated fees access the link below:

<http://www.sunywcc.edu/admissions/tuition-fees/>

In addition to tuition and fees, Dietetic Technician students should anticipate the additional expenses listed below while completing the program.

Additional Expenditures

- Course textbooks & material fees
Textbook fees vary – course textbooks are listed on all syllabi
- Travel and parking - Students are required to provide their own transportation to clinical affiliations and “field trips”. Parking costs are the responsibility of the student and vary depending upon the semester.
- Immunizations and physicals - The costs associated with immunizations and physicals are the responsibility of the student. Fees vary.
- Criminal background checks and drug screening are required prior to clinical practicum enrollment. Approximate price - \$160
- Meals - Students are responsible for the cost of meals while at clinical affiliates and “field trips”.
- Nutrition Conferences – Approximate price - \$30
- Academy of Nutrition & Dietetics Student Membership - \$50.00
- Student Professional Liability Insurance - \$17.00 per semester (requires annual renewal)
- Required uniform – Approx. \$60 (Appendix A – Dress Code)
- Fee for National Registration Exam (DTR)



Academic Calendar and Mandated Time Requirements for Clinical Practicum Courses

The Dietetic Technician Program follows the Westchester Community College academic calendar which is available on the Westchester Community College website at <http://www.sunywcc.edu/academiccalendar/>

To complete the Dietetic Technician program, ACEND specifies that a student must complete 450 hours of supervised practice. The supervised practice hours are obtained through completion of the three Clinical Practicum courses offered sequentially in the spring and fall semesters. These courses have pre-requisites and are only offered in the fall and spring semesters. They are not available on the weekends or offered in the summer. Therefore, students are advised to plan their course schedules by following the 4 Semester Plan. (Appendix B).

There are two sick/personal/school closure days allowed in clinical_practicum each semester. If a student misses additional clinical hours (which are equal to 2 additional clinical days) and presents a legitimate reason for being absent, make-up clinical opportunities can be arranged. However, these arrangements must be approved by the instructor and the Curriculum Chair prior to starting the additional hours. A written report summarizing the make-up clinical hours must be given to the instructor.

***If the student continues to miss clinical hours beyond a total of 4 days, this will result in the lowering of the course grade by three points for each additional absence. Additionally, the student will be responsible for making up the missed hours and competencies as stated above.**

Example – 2 snow days – WCC closed (2 clinical days)

+ 1 sick day

+ 1 child care issue/ car issue

Missed = 4 clinical days – (2 of these clinical days must be “made up” with prior approval as stated above.

+ 2 days - car trouble

Missed = 6 clinical days – final grade will be deducted by 6 points (3 points for each day missed in excess of 4 days) and student must make up time as specified above.

This report will be kept on file in the student’s permanent record for possible ACEND audits. If not made up in a timely fashion, the student will be given an Incomplete and it is expected that the course hours will be completed prior to the beginning of the next semester. If not, the student will not be able to continue on to the next clinical practicum course and graduation may be delayed. **Any student who is absent more than four clinical classes in one semester has the option of withdrawing from the course.**

Students are expected to be punctual in reporting for duty. This means the student is on duty ‘ready to work’ at the designated time. Points will be deducted for lateness and for failure to meet the standards of professionalism. **When a student cannot attend clinical practicum, he/she should call the instructor to report that he/she will be absent. This call should be made prior to the assigned time to report for duty.**

Westchester Community College- Policies

The following information can be accessed from the following College online publications www.sunywcc.edu and www.sunywcc.edu/handbook.

- **Withdrawal & Refund of Tuition**
- **Protection of Privacy of Student Information**
- **Access to Personal files**

Access to the following Westchester Community College Departments is provide below:

- **Academic Support Center**

In addition to the Academic Support Center, the Science Tutorial is available for specific assistance in Foods, Nutrition and science-related coursework. It is located in the Science Building, Room 219.

Academic Support Center - <http://www.sunywcc.edu/asc>

Science Tutorial - <http://www.sunywcc.edu/student-services/asc/science-tutorial/>

- **Counseling** - <http://www.sunywcc.edu/counseling>
- **Financial Aid** - <http://www.sunywcc.edu/finaid>
- **Academic Testing Center**
All students admitted to Westchester Community College must undergo a placement test in English, Math and writing to determine course selection.
<http://www.sunywcc.edu/student-services/testingcenter/>
- **Health Services** - <http://www.sunywcc.edu/handbook>
- **Sickness Insurance** - <http://www.sunywcc.edu/handbook>
- **Accident Insurance** - <http://www.sunywcc.edu/handbook>

Policies Specific to the Westchester Community College Dietetic Technician Program

There are specific guidelines for the Dietetic Technician Program curriculum which the student must adhere to in order to remain in the program. The reasons for these guidelines are to satisfy our portion of the contract with the affiliated health care facilities and agencies and to conform to the requirements and competencies set forth by the Academy of Nutrition and Dietetics (AND) and ACEND.

Professional Liability Insurance

Students enrolled in Clinical Practicum courses are required to pay malpractice insurance. Cost is \$17.00 per academic year. Freshman students will be charged \$17.00 for Clinical Practicum I. Senior students enrolled in Clinical Practicum II will be charged \$17.00 for Clinical Practicum II and III. When you enroll in Clinical Practicum, a charge will be added to your bill for courses.

See tuition and fees - <http://www.sunywcc.edu/admissions/tuition-fees/>

Liability for Safety in Travel to or From Assigned Areas

Transportation to and from the clinical practicum site is the responsibility of the student (Appendix G). Owners of vehicles are responsible for travel liability for themselves and riders in their car. Students using public transportation assume personal liability for their safety. Information regarding facility location as well as parking will be provided at the beginning of the each semester by the instructor.

<http://www.sunywcc.edu/handbook>

Injury or illness while in a Facility for Supervised Practice

Students who are ill should not attend clinical practicum classes. There are two (2) sick/personal/school closure days allowed in Clinical Practicum each semester. Additional absences must be made up by special arrangement. When a student cannot attend Clinical Practicum, he/she should call the instructor and/or the dietary department of the facility to report that he/she will be absent. This call should be made prior to the assigned time to report for duty. If a student misses from one to four days of Clinical Practicum in one semester, and presents a legitimate reason for being absent, make-up for that time can be scheduled. If a student becomes ill while at a Clinical Practicum, they will be asked to leave and the time missed will be recorded.

Criminal Background and Drug Screening

Students in the Dietetic Technician Program and the Foods and Nutrition curriculum may be required to have background (criminal and drug) checks in order to participate at Clinical Practicum sites at their request (Appendix D). Students are responsible for the cost of the tests and ensuring that they are completed before the beginning of the Clinical Practicum course. Failure to pass these checks may interfere with completing the program. Additional information regarding background and drug testing will be provided by the Program Director. (Appendix C - Background/Drug Policy).

<https://portal.castlebranch.com/SU21/package-selection> (Appendix E)

Student Work Responsibilities at Affiliations

While participating in a Clinical Practicum, students will not replace regular employees at facilities.

Filing of a Student Complaint

Discrimination Complaint Procedures

<http://www.sunywcc.edu/student-services/policies/discrimination/>

Sexual Harassment/Misconduct Policy

<http://www.sunywcc.edu/student-services/policies/title-ixsexual-harassmentsexual-misconduct/>

Filing of a Complaint to ACEND

In the event that an enrolled student has an unresolved complaint against the Program, they are instructed to follow the guidelines outlined in the document, Procedure for Complaints against Accredited Programs (Appendix F).

Prior Learning Experience

A student who has completed the Dietary Manager's Program of the Association of Nutrition and Foodservice Professionals at the college and has passed the national certification exam, and are Certified Dietary Managers (CDM) can be exempt from Introduction to Nutrition Care, a one credit class, and two credits of Clinical Practicum III (the management portion). They will still need to complete 2 credits of Clinical Practicum III (the clinical/community portion). They will be granted those two credits through the register's office and do not have to take additional coursework.

Formal Assessment of Student Learning

Assessment and evaluation of learning occurs throughout the program in both the didactic and experiential courses.

Students are provided with a syllabus for each Dietetic Technician curriculum course which will detail the components of the assessment portion of the course.

Final course grades will be based on progress towards course objectives and ACEND Foundation Knowledge and Competencies. Some of the evaluation tools used by instructors are tests and final exams, field experience and instructor evaluations, completion of assigned projects and studies, grading rubrics for clinical experiences and evidence of professional behavior.

Students are given "mid-semester" evaluations if they are in jeopardy of receiving a grade lower than a "C" and final grades are posted with the Registrar upon completion of the semester.

To continue taking courses in the program, a student must earn a "C" or better in core nutrition courses. Courses in which a student has earned lower than a "C" must be repeated and while the student is repeating the course they CANNOT enroll in any additional core nutrition courses. Upon successful completion of the repeated course, by earning a grade of "C" or better, the student can once again enroll in core nutrition courses.

The grading scale used in the Dietetic Technician program is consistent with that used throughout the college.

<http://catalog.sunywcc.edu>

Student Retention and Remediation Procedures

Students enrolled in the Dietetic Technician program and who are at risk for failing, receive mid-semester "warning notices" (college policy) to apprise them of the situation. They are referred to the Program Director who will advise if the student should continue in the program or pursue a less challenging career path. If students have a GPA of 2.0 or below, they are referred to an Academic Advisor by the Program Director for further support and guidance. When "at risk" students continue to do poorly in the curriculum and do not earn the minimum GPA of 2.0, they are referred to academic counselors who attempt to counsel and advise the student to withdraw from the curriculum, or possibly take a "lighter course load". If necessary, the student may be placed in remedial courses, so to "prep" them before continuing in the curriculum. Courses such as College Success, Math 194, and Exploring Culinary, may provide an easier transition into the Dietetics curricula and offer the student a successful college experience before "tackling" a more demanding curriculum such as Dietetic Technician.

Program Completion Rate

The Dietetic Technician Program is a 2 year program. If possible, it is strongly encouraged that students complete the program within 3 years.

Personal Appearance

Uniforms: Students are expected to purchase and wear the designated uniform in clinical practicum courses. Uniforms are to be clean and neatly ironed. An identifying Westchester Community College patch will be issued to each student. The patch should be sewn on the left sleeve. Included as part of the uniform are white, or black shoes, and a name tag. Shoes can be either the traditional white nurses' shoes or all white/black leather sneakers. Shoes must have a rubber sole and be clean. If necessary, the student can wear a white or blue cardigan sweater (solid color). No other type of sweater will be permitted. Sweaters should be clean and free of all fuzz and hair. See Dress Code (Appendix A) for additional information.

Male Students

Wear the designated jacket with patch over a shirt and trousers. Jeans and t-shirts are not acceptable. A tie is required.

Hair

Should not touch the collar. Students who have long hair must pin it up neatly off the collar or wear a hair net. Hair preparations must be attended to before the time that field experience is scheduled to begin. A hair net must be worn in the food preparation areas.

Jewelry

Students in uniform will be permitted to wear only the following jewelry: wrist watch, simple hand ring and simple small earrings one in each ear lobe (no hoops, no dangling earrings, no necklaces, and no bracelets). No visible body piercings or tattoos are allowed.

Nail Polish

May not be worn in the food preparation areas. When working in the clinical area, clear or pale pink nail polish may be worn. Bright colors, acrylics, and/or extensions and decorative nails may NOT be worn.

Ethics of the Health Care Team (Appendix H)

The safety and well-being of the patient always come first. The responsibility of the health team involves not only cooperation within the team, but also loyalty to the whole medical profession, loyalty to the hospital, and loyalty to the patients. It is in extremely poor taste and ethically wrong, for example, for a student to criticize a dietitian, nurse, instructor, or other health care professional.

Discussion of hospital, professional, or personal problems should not be done in front of patients or the public. This policy, however, does not infer that the hospital or health care team is without error. If a student has a legitimate complaint, he/she should discuss it with the instructor. Student grievance procedure is outlined in the Handbook, and on the WCC website under Discrimination Complaints Procedures.

Professionalism

Address patients and hospital personnel as Miss, Ms., Mrs., or Mr., with last name, or other appropriate titles. Identify yourself with first and last name. Deviation of this policy will be permitted to conform to the policy of the individual facility.

Respect and care for the patient must be evidenced in all contacts with patients. To comply with HIPAA standards, information regarding any patient must not be divulged in any manner to anyone other than their instructor or a designated member of the health care team. The student may read only the chart(s) of patients assigned to him/her or a classmate and only on the day assigned; exceptions to this rule by permission of the instructor only.

In writing Patient Care Worksheets to be submitted to the instructor, use only the initials of the patient, not the full name.

General Student Policies

1. Transportation to and from the Clinical Practicum affiliates is the responsibility of the student. Owners of vehicles are responsible for travel liability for themselves and riders in their car. Students using public transportation assume personal liability for their safety. Information regarding location of affiliates (Appendix E) and details regarding parking are provided at the beginning of each clinical semester by the instructor.
2. Uniforms should be worn only to, from and at the Clinical Practicum site. Exceptions to this only by permission of the instructor. (See Dress Code – Appendix A)
3. Students are expected to follow appropriate lines of authority. Report problems/ progress to instructor. Under special circumstances, students may report directly to facility dietitian or other member of the health care team, as directed by the instructor.
4. Use of facility phone is not allowed. Personal cell phones are often banned in health care facilities as they interfere with equipment. (Exceptions with permission of the instructor.)
5. Students are not to give any oral instructions or written material (either published or written by the student) to the patient unless it is approved by the instructor or designated dietitian.
6. Students are allowed 30 minutes for lunch and are to go to lunch at a designated time. Coffee breaks are not generally allowed; but, if given, should not exceed 15 minutes. If a student must leave his/her assigned area, the student should tell the instructor or another student where he/she is going.
7. Regardless of smoking or eating habits of hospital personnel, students are to smoke and eat

General Student Policies continued

8. Students are to leave their coats, sweaters, handbags, and other non-valuable items in a designated area. Valuables, such as money, jewelry, etc., should be carried in pockets. Handbags, coats, and book bags cannot be taken to the nurses' stations in the facilities.
9. No student will be allowed to function independently until he or she has demonstrated competence to the satisfaction of the instructor.
10. Students must maintain the AND Code of Ethics (Appendix F) the SOP, and the SOPP.
11. **Universal Precautions Observed**
 - a. Students must leave the room when blood is being drawn from patients/clients.
 - b. Using proper technique, wash hands at beginning, end, and frequently during clinical practicum.
 - c. Do not enter rooms marked, "Isolation" unless you have permission from instructor. Follow facility rules concerning isolation procedures. This may include wearing a full mask and gown.

Disciplinary Actions/Termination

Students must adhere to all policies, procedures, rules and regulations of the facility to which they are assigned, as well as to any additional instructions given by the instructor. Failure to comply with this, could lead to the dismissal of the student from the facility, which might lead to the student's dismissal from the program.

For further information regarding disciplinary actions / termination refer to:

<http://catalog.sunywcc.edu>

Program Completion - Information on the *Verification Statement*

The signed verification statement documents that an individual has completed the requirements of a dietetics education program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). It is essential to the ACEND dietetics education, CDR registration eligibility and Academy of Nutrition and Dietetics membership processes as follows:

- To establish eligibility to write the registration examination for dietetic technician, a verification statement is required by the Commission on Dietetic Registration upon completion of the Dietetic Technician Program to indicate completion of academic or supervised practice requirements for eligibility to write the registration examination.
- To establish eligibility for Academy membership
- A Verification Statement is required when applying for Academy Active membership.
- Dietetic Technician students who successfully complete the Dietetic Technician Program by achieving the program goals, abiding by the program policies, and reaching the expected level of competence for dietetics practice will receive a Registration Eligibility Application Name/Address Verification Form and instructions by the Program Director. Once completed, the Program Director will forward the Computerized Registration Eligibility Application Software to CDR completed. At graduation, students will be provided at least six (6) Supervised Practice Verification Statement Forms. Original Verification Statements may be required for ADA Membership Associate Active member transfer status, licensure and employment. Students should retain a copy.

4-Semester Plan – Guide for Course Selection

Students enrolled in the Dietetic Technician program (start date 9/2016) are advised to adhere to the *4 Semester Plan* (Appendix B) which outlines course schedules for the two year program. The courses should be taken in sequence as Core Nutrition courses and Clinical Practicum courses are only offered in the fall and spring semesters. The program meets SUNY General Education Requirements (GRE) as well as the courses required by the Accreditation Council of Education for Nutrition and Dietetics (ACEND).

For **an outline of the Spring 2017 requirements and associated** course descriptions, please refer to the Westchester Community College course catalog –

http://catalog.sunywcc.edu/preview_program.php?catoid=35&poid=2969&returnto=4833

Meet the Department of Culinary Arts, Hospitality, Nutrition and Dietetics

Faculty and Staff

Name	Position	Contact information
Professor Teresa Schlanger MA, RDN, CD_N	Department Co - Chair and Curriculum Chair – Dietetic Technician/Foods and Nutrition programs	Student Center Bldg. Rm 211 606-6750 Teresa.Schlanger@sunywcc.edu
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Professor Toni D'onofrio	Full time Instructor Culinary Arts and Management	Science Building Toni.Donofrio@sunywcc.edu
Professor Desi Colon	Assistant Professor Culinary Arts and Management	Student Center Bldg. 148 606-6613 Desi.Colon@sunywcc.edu
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Kathy McArdle, RDN	Adjunct Faculty Member	Student Center Bldg. 149 606-6765
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Krishivani Drummond, RDN, CDN	Adjunct Faculty Member	Student Center Bldg. 149 606-6765

Additional Information

*The Department of Food Service Administration also offers a related degree program, **Foods and Nutrition - Transfer (A.S.)** which allows students to transfer directly from Westchester Community College into a four-year program, specializing in nutrition and/or dietetics. Students may opt to pursue the Dietetic Technician and Foods and Nutrition program at the same time.*

Frequently Used Websites

- Academy of Nutrition and Dietetics - www.eatright.org
- Westchester- Rockland Dietetic Association - <http://eatrightwrda.org>
- Food and Drug Administration (FDA) – www.fda.gov
- National Institutes of Health (NIH) – www.nih.gov
- National Library of Medicine – www.nlm.nih.gov
- USDA's Food and Nutrition Information Center
<http://www.eatright.org/journal/guidelines.html>
- PubMed for Medline searches of journals in the National Library of Medicine
<http://www.ncbi.nlm.nih.gov/PubMed/>
- American Medical Association- www.ama-assn.org
- The Women's Health Initiative - . odp.od.nih.gov/whi

Westchester Community College Dietetic Technician Student Handbook

Signature Page

Students, who fail to read the Dietetic Technician Student Handbook, will not be excused from the requirements, regulations, and deadlines set forth in these publications.

I have read, understand and will comply with the above policies, procedures and guidelines found in the Dietetic Technician Student Handbook.

Date

Signature

Print Name

APPENDICES

- A Dress Code
- B 4-Semester Plan
- C Background/Drug Policy
- D Consent to Drug/Alcohol Testing and Criminal Background Check
- E Student instruction Form Background/Drug Screen
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Dietetic Technician Student Handbook

DIETETIC TECHNICIAN PROGRAM/FOODS AND NUTRITION CURRICULUM DRESS CODE

Students in *Foods lab class* and *clinical practicums* are expected to be attired in a professional and dignified manner. In addition students are expected to adhere to uniform regulations outlined in Guidelines to Clinical Practicum. The uniform is to be laundered as needed, neat and free of excessive wrinkles. Uniforms are to be **ordered / purchased** the **first week of classes**.

WHERE TO PURCHASE:

S & H Uniforms 1 Aqueduct Road White Plains, New York 10606 914- 937-6800 - Ext. 8241 <i>Purchases can be made with cash or credit card, no personal checks</i>			Go to: www.sandhuniformal.com to view pictures, enter style # (top right box on website)
Uniform Item	Style		Price may vary from website
Consultation coat - women	#5630	S-XL	\$20.70
	#3337	XXL-3XL	\$22.50
Consultation coat - men	#9191	S-LL	\$20.70
	#9349	3XL	\$22.50
Blue Blended Oxford Shirt Short sleeve – <i>women</i> Or Long sleeve – <i>women</i>	#2182		\$21.50
	#2183		\$22.50
Blue Blended Oxford Shirt Short sleeve – <i>women</i> Or Long sleeve – <i>women</i>	#9815		\$21.50
	#9816		\$22.50
Navy Blue and Black pants ** (men) Pleated or plain	#9286		\$28.50
Navy Blue and Black ** (women) Pleated or plain	#5758		
White Duck Apron	#2779		\$5.95

** These pants are view similar to DOCKERS brand pants and can also be purchased in other stores such as Kohls and J C Penney. Substitutions such as cargo pants, scrubs, blue jeans, sweat pants, yoga pants and leggings ARE NOT ACCEPTABLE!!! THE LOOK IS SUPPOSED TO BE BUSINESS ATTIRE. . . You are preparing for a future job!

Additional information regarding dress code.

1. **Consultation coat** – Sew WCC patch onto left shoulder of coat.
2. **Plastic Name Plate** – To be worn on vest pocket of coat. The name plate will be royal blue with white lettering. See sample below. Can be ordered from S&H Uniform, Crown Trophy or STAPLES. (Costs vary at different locations).



3. A WCC blue lanyard/ with clear plastic holder (purchase from Professor Schlanger) will be worn by all Clinical Practicum students while in the hospital setting. Clear plastic holder will contain WCC ID and hospital ID.
4. Women: White Nurses' shoes, all black and white leather sneakers, or rubber soled shoes are acceptable. No open toe, or backless sandals. NO CLOGS.
5. Men: Shoes or all black and white leather sneakers, with rubber soles, and clean. NO CLOGS. Shirts should not be visibly hanging from below the jacket. A tie is required.
6. **NO JEWELRY** - except for plain ring, wrist watch, or small stud earrings- one in each ear lobe. **No hoop or dangling earrings. No necklaces.** Visible body piercing or tattoos must be covered.
7. Nail polish may not be worn in the food preparation areas. When working in the clinical area, clear or pale pink nail polish may be worn. Bright colors, acrylics, and/or extensions and decorative nails may NOT be worn.
8. No hair on collar. When in uniform hair must be securely pinned up and off the collar or a hairnet should be worn. Simple, inconspicuous hair tie backs are acceptable. Hairnets are required when working in food preparation areas. **Males with facial hair must be trimmed to ¼ inch and be neat as hair longer than ¼ inch needs to be covered with a beard/mustache guard. (Dept. of Health mandate.)**
9. No gum chewing while in uniform.
10. Compliance with the requirements of individual hospitals about additional identification that must be worn at their facility.

NOTE: It is the student's responsibility to dress as required. ***Points will be deducted from the final grade.***

Dietetic Technician Program - 4 Semester Course Schedule

Semester 1 - Fall		Semester 2 - Spring	
GER Basic Communication - ENG 101	Writing and Research	Major - NUTR 118	Principles of Teaching Healthcare
Major - NUTR 211	Introduction to Nutrition Care	GER Natural Sciences - BIOL 123	Anatomy and Physiology 2 with Lab
GER Natural Sciences - BIOL 121	Anatomy and Physiology 1 with Lab	Major - NUTR 115**	Nutrition Care 2
Major - NUTR 105	Nutrition Care 1	Major - NUTR 145**	Clinical Practicum 1
Major - PEC 110	Health and Fitness for Life	GER Social Sciences - SOC 101	Introduction to Sociology
Major - Nutrition 120	Foods and Foods Lab	** paired courses to be taken together	
Semester 3 - Fall		Semester 4 - Spring	
GER Mathematics Choice	Math 117 or Math 130* Transfer only*	Major – NUTR -247	Clinical Practicum 3
GER Humanities - ENG 102	Writing and Literature	GER The Arts, Foreign Language, Other World Civilizations	Any GER The Arts, Foreign Language, Other World Civilizations
Major - NUTR 205 **	Clinical Nutrition	Major - NUTR 123	Food Service Systems Management
Major - NUTR 245 **	Clinical Practicum 2	Major - NUTR 107	Dietetic Seminar
GER Social Sciences - PSYCH 101	Introduction to Psychology	GER American History or World Civilization	Any American History or World Civilizations
**paired courses - to be taken together Courses must be taken in sequence as they are not offered every semester. Students must receive a C in all Major courses before continuing in the program. Students must maintain a 2.0 GPA to continue in the Dietetic Tech program			

Dietetic Technician Student Handbook

WESTCHESTER COMMUNITY COLLEGE

DEPARTMENT OF CULINARY ARTS, HOSPITALITY, NUTRITION and DIETETICS

POLICY ON CRIMINAL BACKGROUND CHECK AND DRUG TESTING

All students enrolled in the Dietetic Technician/Foods and Nutrition curricula at Westchester Community College are required to undergo a national-level criminal background check and drug testing in order to participate in their clinical experiences. Although Westchester Community College does not require a criminal background check or drug screening for admission into the college, educational requirements for these two curricula includes placement at one or more hospitals or other off campus clinical sites. These sites frequently require a student to undergo a criminal background check and drug screening before the student is placed at the site. Based upon the results of the criminal background check and drug screening, the clinical site could deny a student admission to the site. Even if the student has already begun the placement when the results are received, the site may elect to dismiss the student, regardless of the performance of the student up to that point.

Each clinical site that requires a criminal background check and drug screening sets its own standards and procedures. When the student is requested to do a drug test or background check for the site, payment for both the drug screening and background check is the responsibility of the student. The student may need to complete more than one criminal background check and drug screening while enrolled in these curricula at Westchester Community College. In addition, each site reserves the right to perform spontaneous drug testing at any time during the student's clinical experience.

Please note that if a clinical site determines that the student may not take part in its program based on the results of the criminal background check or drug testing, the student may be unable to complete the course requirements and therefore may be unable to continue in the Dietetic Technician or Foods and Nutrition programs. It is important for the student to consider this before pursuing either of these degree programs. Westchester Community College has no obligation to refund tuition or fees or to otherwise accommodate the student in the event that the student is ineligible to complete the course requirements based on the results of a criminal background check or drug testing.

Dietetic Technician Student Handbook

Westchester Community College – Department of Culinary Arts, Hospitality, Nutrition and Dietetics

Dietetic Technician & Foods and Nutrition Programs

**Consent to Drug/Alcohol Testing and Criminal Background Check
Statement of Acknowledgement and Understanding
Release of Liability Form**

I have read, understand and agree to submit to the required drug screening and criminal background check policy and procedure. I understand that the purpose of this policy is to provide a safe working and learning environment for patients, clients, students, clinical and institutional staff and property. Accordingly, I understand that prior to participation in clinical classes I will be required to undergo drug testing on my urine. I also understand that a positive drug test and /or criminal background test may exclude me from clinical placement and make it impossible for me to complete the clinical competency required for graduation from the Dietetic Technician or Foods and Nutrition programs. I further understand that I am also subject to retesting at any time for cause (i.e. new clinical assignment, reasonable suspicion that I am using or am under the influence of drugs.)

My signature below indicates that:

1. I consent to urine testing and criminal background check as required by clinical agencies and directed by Westchester Community College's Department of Food Service Administration.

- The Vice President of Academic Affairs
- The Associate Dean of Academic Affairs: School of Health Careers, Technology and Applied Learning
- Chair – Department of Culinary Arts, Hospitality, Nutrition and Dietetics
- The Curriculum Chair for the Dietetic Technician / Foods and Nutrition programs
- The Personnel at the clinical site prior to starting a clinical experience

3. I understand that all costs incurred with the drug testing and criminal background check will be my responsibility.

4. I understand that the initial drug test/criminal background check must be completed within a month prior to starting my clinical experience.

5. I understand that I will be notified when drug screening is mandated, as it may vary per clinical agency requirements.

6. I hereby release Westchester Community College, the School of Health Careers, Technology and Applied Learning, their officers, employees, and agents from any and all claims arising from the administering of such tests, the analysis of test results, and the use and disclosure of said results, *except* claims based on the releases' negligence or intentional wrongdoing.

My signature indicates that I have read and understand this consent and release form, and that I have signed it voluntarily:

Print Name

Student's Signature

Date

Background Check/Drug Screen information

Must be completed a week prior to starting Clinical Practicums

To access package, go to:

<https://portal.castlebranch.com/SU21>

Dietetic Technician Student Handbook

Accreditation Council for Education in Nutrition and Dietetics

the accrediting agency for the
 Academy of Nutrition
and Dietetics

Procedure for Complaints Against Accredited Programs

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

1. ACEND staff forwards all written complaints to the ACEND chair within three weeks of receipt of the complaint.
2. If the ACEND chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair's review that no further action will be taken.
3. If the ACEND chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
4. At the same time as the complainant is notified, the complaint is forwarded to the program by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence by first class mail. At the request of the complainant, the name of the complainant is "blocked out" within the body of the written complaint that is sent to the program.
5. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
6. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
7. The ACEND chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND board at its next scheduled meeting.
8. In determining the appropriate action, the ACEND board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
9. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.
10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND board determines that the program is not in compliance with the accreditation standards or policies, the ACEND board may place the program on probation or withdraw accreditation or approval.
12. The program director and administration of the sponsoring institution are notified of the ACEND board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
13. The program has the right to request the ACEND board to reconsider a decision to place the program on probation or to withdraw accreditation or approval.

Updated January 2010

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Affiliation Sites – Adresse

White Plains Hospital
41 E. Post Road
White Plains, New York 10601
(914)681-0600
<http://www.wphospital.org/>

St. Josephs Medical Center
127 South Broadway
Yonkers, New York 10595
(914) 378–7000
<http://www.saintjosephs.org/>

St. Johns Riverside Hospital
967 North Broadway
Yonkers, New York 10701
(914) 964-4444
<http://www.riversidehealth.org/>

Phelps Memorial Hospital Center
701 North Broadway
Sleepy Hollow, New York 10591
(914) 366-3000
<http://phelpshospital.org/>

Andrus on Hudson
185 Old Broadway
Hastings-on-Hudson, NY 10706
(914) 478-3700
<http://www.andrusonhudson.org/>

Cabrini Eldercare
115 Broadway
Dobbs Ferry, New York
(914)693- 6800

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Website link to eatright.org

Code of Ethics

<http://www.eatright.org/HealthProfessionals/content.aspx?id=6868&terms=code>