

**IDAHO STATE UNIVERSITY**  
**DEPARTMENT OF HEALTH AND NUTRITION**  
**SCIENCES**

**DIDACTIC STUDENT IN DIETETICS (DPD)**  
**HANDBOOK**

**2010-2011**



**August 23, 2010**

**Dear ISU Dietetic Student,**

**Congratulations on being accepted into the DPD portion of the dietetics program at Idaho State University. This DPD Handbook has been developed to provide specific program information. After reading this handbook, sign the statement on the last page of the handbook to indicate your understanding of the contents and that you agree to abide by the policies. Return this signed statement to the MNT Lab Instructor as soon as possible. It will be placed in your student file that is maintained in the Department of Health and Nutrition Sciences. Thank you for your cooperation. You should also review the ISU Student Handbook which is available through the ISU web page.**

**Cynthia Blanton, PhD, RD  
Interim DPD Director  
Assistant Professor**

## TABLE OF CONTENTS

Introduction	
University.....	4
History of Dietetics at ISU.....	4
The DPD at ISU.....	5
DPD Accreditation .....	6
Philosophy, Mission and Goals .....	6
Steps to Becoming an R.D. ....	7
Immunization Requirements .....	7
Malpractice Insurance.....	7
Health Insurance .....	7
Graduation Requirements.....	8
Disciplinary/Termination Procedures.....	8
Grievance Procedure.....	8
Issuing of Verification Statement.....	8
Dietetic Student Responsibilities and Ethics .....	9-11
Laboratory and Clinical Conduct and Responsibilities.....	12-13
Program Cost.....	14
Appendix A (Required Courses and Suggest Sequence).....	15-16
Appendix B (Foundation Knowledge and Skill Statements).....	17-18
Appendix C (Where to Get Immunizations).....	19
Appendix D (ADA Code of Ethics).....	20-22
Signature page.....	23

## **Introduction to the Didactic Program in Dietetics Idaho State University**

### **The University**

Idaho State University (ISU) is a broad-based regional public doctoral university, providing a broad range of educational services to a culturally diverse population of students and to the state. The university serves as Idaho's lead institution for education in the health professions and related biological and physical sciences. ISU delivers statewide comprehensive academic programming, professional continuing education, basic and applied research, and specialized public service in the health sciences. ISU is accredited by the Northwest Association of Schools and Colleges.

The Kasiska College of Health Professions (KCHP) is the home for most of the health programs offered at ISU. KCHP has a mission statement that is multifaceted. The primary responsibility is the enhancement of the quality of life of the residents of Idaho and the greater community through the education of students in the health care professions. This is facilitated through excellence in research, community service, teaching and the application of technology.

The following are the departments within the KCHP which offer a variety of health related degrees (associate, bachelors and masters): Communication Sciences, Disorders, and Education of the Deaf, Counseling, Dental Hygiene, Dental Science, Family Medicine, Health and Nutrition Sciences, Health Care Administration, Institute of Rural Health, Nursing, Physical and Occupational Therapy, Physician Assistant Studies, and Radiographic Science.

### **History of the Dietetics Programs at ISU**

ISU began offering a Bachelor of Science degree in Dietetics in 1974. This program is now referred to as the Didactic Program in Dietetics (DPD). The program was offered through the Department of Home Economics in the College of Education. In 1993, the dietetics program merged with the health education program to form the Department of Health and Nutrition Sciences and was moved to the College of Health Professions (now called the Kasiska College of Health Professions) where the department still resides.

The Department of Health and Nutrition Sciences (HNS) has a mission which reflects both that of the university and the KCHP. Both health education and dietetics faculty are committed to preparing students to work with individuals and groups for the betterment of health and nutrition. Teaching, research and service continue to be pursued, keeping faculty

on the cutting edge of their respective professions. Degreed programs within HNS are Masters of Public Health and Masters of Health Education, a dietetic internship, undergraduate program (B.S. or B.A.) in Health Education and undergraduate program (B.S.) in Dietetics, a minor in health education and a Wellness Center.

The mission of HNS is twofold. The primary responsibility is to educate students through didactic and practical experience in the fields of health education, wellness, and nutrition. The goal is to prepare students who will be adaptable and flexible in understanding and interpreting the complex problems and situations encountered by the trained health professional. A second, but no less important function, is to provide on-going resources, services and training for citizens at the local, state, regional and national levels in the areas of health education and nutrition.

In 1991, ISU was accredited for an AP4 program. The program later became an accredited internship. Today the internship has two sites: ISU-Pocatello and ISU-Meridian with 8 seats at each site. The internship runs for one academic year. Many ISU DPD graduates apply for these seats to remain in Idaho due to cost and family obligations. Idaho residents are given a slight preference for these seats. This practice is encouraged by the KCHP in an effort to encourage Idaho health professionals to remain in the state. Most ISU graduates are employed in Idaho. Other graduates are working in California, Nevada, Minnesota, Utah, New York, Oregon and Arizona. Representatives from the major employers in Southeast Idaho are members of the ISU Dietetics Advisory Committee (DAC). Many ISU graduates also serve as preceptors to the current DPD students.

### **The DPD at ISU**

Students are eligible to apply to for a seat in the professional component of the after the following requirements have been met: 1) 3.0 accumulative grade-point-average or above, 2) completion of the majority of the ISU General Education Requirements, 3) completion with a C or higher of several basic science, food, nutrition and English classes. (See Appendix A or the ISU undergraduate catalog for a listing of classes). Applicants must complete the DPD application, write a letter of application, submit transcripts from all colleges and universities attended outside of ISU and pay an application fee of \$20. Applications are accepted in the spring for admittance to the fall classes. Students may continue to take most dietetics classes, with the exception of the Medical Nutrition Therapy (MNT) classes, without being accepted into the program. A student must, however, be accepted into the program and complete all of the required classes (including MNT) in order to receive a B.S. in Dietetics and a Verification Statement needed for admittance to a dietetic internship.

The DPD at ISU is considered a general program as it is designed to provide experiences in clinical, community, and administrative dietetics. Courses and laboratory experiences are designed to meet the Foundation Knowledge and Skills developed by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA). See Appendix B for a comprehensive list of the Foundation Knowledge and Skills.

### **DPD ACCREDITATION**

The ISU DPD is accredited by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA), 120 South Riverside Plaza Suite 2000, Chicago, IL 60606-6995, (800) 877-1600. Accreditation is good for 10 years with a required 5 year interim report. The ISU DPD at has been accredited through 2018.

### **PHILOSOPHY, MISSION AND GOALS OF THE IDAHO STATE UNIVERSITY DIDACTIC PROGRAM IN DIETETICS**

The philosophy of the Idaho State University Dietetics Program has been, since its inception, to educate individuals through didactic training and practical experiences in the field of dietetics, and to develop visionary and competent individuals who will be able to understand and to solve complex problems encountered by the professional dietitian. Practical experiences are incorporated in both lecture and laboratory courses in medical nutrition therapy, foodservice systems management and community nutrition.

The mission of the DPD program at Idaho State University is to provide courses for students to earn a Baccalaureate degree which prepares students to enter into, and to successfully complete an accredited dietetic internship.

The following goals reflect the mission and philosophy of the ISU DPD program and are the basis for program evaluation and effectiveness.

- I. Prepare students to perform competently in a dietetics supervised practice program in preparation to be an entry-level dietitian
- II. Provide didactic and field experiences for students by continuing cooperative relationships with community, clinical and foodservice management dietitians, other health care professionals and administrators in order to prepare graduates to work in the current health-care environment and in industry.
- III. Provide recruitment and guidance counseling for high school and college students

who are interested in the profession of dietetics, as well as retain and mentor excellent students who are in the program.

### **STEPS TO BECOMING A REGISTERED DIETITIAN (R.D.)**

The steps to become a registered dietitian include the requirements of the DPD, the B.S. degree in dietetics, dietetic internship and the registration exam. Students are encouraged to attend a seminar on applying for internships a year before they intend on graduating. The seminars are offered every semester by dietetics faculty. Upon successful completion of a dietetic internship, the student will be verified as eligible to take the registration examination through the Commission on Dietetics Registration (CDR). In addition, licensure or certification is required for practice in most states.

### **IMMUNIZATIONS REQUIREMENTS**

Students must be screened for tuberculosis (TB) and provide documentation of vaccination against (1) hepatitis B (all 3 shots or proof of beginning the series), and (2) mumps, measles, and rubella (MMR) prior to beginning the first Medical Nutrition Therapy (MNT) laboratory experience. Proof of screening and vaccinations (within the last year) should be given to the MNT Lab instructor. See Appendix C for a list of locations and costs for immunizations and screenings in the Pocatello area. Students who are 35 years or older do not need the MMR vaccine.

### **MALPRACTICE INSURANCE**

Personal liability insurance must be purchased by each student prior to beginning laboratory rotations. Insurance can be purchased at the Cashier's Office located in the Administration Building. The cost is approximately \$15.00 for the academic year. Proof of malpractice must be turned in to the course instructors requiring the insurance. One policy covers all laboratory courses for the academic year.

### **HEALTH INSURANCE**

A health insurance policy is included in tuition payments; dietetic students may request a refund as long as they are insured under another policy.

## **GRADUATION REQUIREMENTS**

Students planning to graduate should apply for graduation at least one semester before all requirements are completed. A graduation/diploma fee must be paid at the Office of Registration and Records. Upon successful completion of the undergraduate program requirements, students receive a B.S. degree in Dietetics from the Department of Health and Nutrition Sciences in the Kasiska College of Health Professions. General university goals for the B.S. degree and 128 credits must be completed as well.

## **DISCIPLINARY/TERMINATION PROCEDURES**

1. Students caught cheating on exams and/or assignments or plagiarizing the work of others will be dismissed from the program.
2. Breaching confidentiality in any of the facilities is grounds for dismissal from the program.
3. Any violation of the ISU Student Code of Conduct is grounds for dismissal. See ISU Student Handbook for details.

## **GRIEVANCE PROCEDURE**

Students with concerns about the program should first attempt to discuss the concern with their advisor or the DPD director. If the student wishes to file an official grievance, they should refer to the procedures outlined in the ISU Student Handbook.

## **ISSUING OF VERIFICATION STATEMENTS**

The DPD at Idaho State University culminates in a Bachelor of Science degree with successful completion of a minimum of 128 credit hours with 36 credit hours coming from upper division courses. The DPD defines successful completion as a C or better in required courses. The program director will issue a verification statement to students upon conferred graduation, as posted by the university registrar, indicating that requirements have been met as dictated by the Commission on Accreditation of Dietetic Education (CADE) of the American Dietetic Association. The several copies of the verification statement with original signatures from the program director are sent to the graduate along with directions for use. A copy of the verification statement with an original signature from the program director is also kept in the student's file indefinitely.

The verification statement is required for admission to a supervised practice program and must accompany the application to take the national registry exam. A Declaration of Intent form will be provided by the program director for students applying for supervised practice

experiences prior to when coursework is completed.

Students with a prior degree from another institution who request a verification statement are evaluated on a case-by-case basis. The requesting student must provide official transcripts and course syllabi to the program director for review. Once the evaluation is completed, the program director will provide the requesting student with written guidelines that must be met in order for the verification statement to be issued. Guidelines may include additional coursework, individualized study, and repetition of major courses if based upon recency of completion.

## **DIETETIC STUDENT RESPONSIBILITIES AND ETHICS**

The ethics of the profession of dietetics include a sense of moral value regarding standards of practice, knowledge of responsibilities, and rules of conduct based upon human relations. Students can facilitate his/her professional and personal adjustments by assuming responsibilities for the following areas:

### **A. Responsibilities to Himself/Herself**

1. To learn through application, experience, and experimentation.
2. To think critically.
3. To solve problems with minimum guidance through logical methods.
4. To evaluate or assess learning experiences based on stated and personal objectives.

### **B. Responsibility to the Patient**

1. The client's welfare is the student's prime objective.
2. The student should respect information of a confidential nature regarding the client.
3. An attitude of objective, professional, and sincere interest should be maintained toward the client.
4. The student should consult with his or her instructor or preceptor concerning patient encounters, including patient dietary instructions, and imparting information to the patient regarding that patient's disease process, prognosis, and drugs.
5. Information imparted to patients should be limited to one's professional area. The student should not assume the role of a social worker, psychologist, occupational therapist, physical therapist, physician, nurse, etc.

C. Responsibility to the Physician

1. The student should treat the patient under the direction of his or her instructor or preceptor and in collaboration with qualified physicians.
2. The student should maintain and encourage the patient's confidence in the physician and other personnel.

D. Responsibility to the Institution

1. The student should accept and abide by the rules of the institution, which is providing clinical experience.
  - a. Rules and regulations vary from one institution to another.
  - b. When information regarding policies is insufficient or unclear, it is necessary for the student to ask questions.
2. The student should respect information of a confidential nature regarding the institution.
3. Punctuality is an obligation and an essential factor of good human relations. Be on time. Telephone the instructor or preceptor if you will be late or absent.
4. Loyalty to the institution during term of affiliation is expected.
5. Institution materials and equipment should be cared for and respected.

E. Responsibility to the Department and Co-workers

1. Supervision is a two-way communication process. The student can hasten his/her progress by a thoughtful use of supervision, particularly in the following areas:
  - a. Request guidance when necessary by asking pertinent questions.
  - b. b. Contribute to the overall functioning of the department by using personal resources and those available at the department.
  - c. Complete assignments and experiences carefully and share ideas regarding change with the instructor or preceptor.
  - d. Observe proper channels of procedure regarding suggestions, criticism, and grievances.
2. Addressing of patients and superiors should be consistent with department policies.
3. Personal appearance has a direct bearing upon professional relationship with personnel and patients. Neatness and conservation are important considerations.
4. The uniform recommended by the school and institution should be worn during affiliations.
5. The student has a responsibility to be a good example in attitude, behavior, and professional performance, especially when dealing with hospital personnel and visitors.

F. Responsibility to the Profession and Professional Organization

1. Each student should realize that he/she is a contributing factor in the growth of the profession. The student is committed to uphold its dignity and honor.
2. The American Dietetic Association and the individual State or District Regional Associations, through their combined effort, represent the organized strength from which stems the status of the dietitian. By joining these associations, the student gives support and demonstrates interest. Membership is strongly recommended for both the American Dietetic Association and the Idaho Dietetic Association.
3. The American Dietetic Association maintains a Code of Ethics to govern the actions of its members. See Appendix D or visit the ADA website
4. The Student Dietetics Club is a very active professional organization for students interested in the field of dietetics. They have regular meetings and activities that support the field of dietetics. You are encouraged to participate in this organization.

G. Responsibility to the Community

1. The student has the opportunity during his/her affiliation to learn about available community resources.
2. The community is the home of future dietitians. The student can contribute to recruitment by example and orientation of interested persons to dietetics.
3. The hospital furnishes a service to the community; therefore, community members deserve a courteous reception.

H. Responsibility to Peers

1. The student will be supportive of peers in group activities.
2. Students will demonstrate professional ethics by giving credit for peer contributions.

I. Travel

1. Liability for safety in travel to and from assigned rotation sites will rest on the individual student.
2. In no way does the Department of Health and Nutrition Sciences or Idaho State University assume liability for students for safety in travel to and from assigned laboratory rotation sites.

## **LABORATORY AND CLINICAL CONDUCT AND RESPONSIBILITY**

### Attendance

Students will go to the area of assignment at the scheduled time. It is the student's responsibility to request and schedule adjustments previous to scheduling. If unable to appear at scheduled time, call the area of assignment to report your absence and call the instructor or preceptor. Rescheduling of assignments should be made with the instructor and the clinical facility staff.

### Dress

Wear professional, conservative clothing. Men are not required to wear a tie, but should wear shirts with a collar. A standard name tag should be worn at all times when in facilities. The first name tag will be provided to you by the program. Additional tags will be at the expense of the student. A clean white uniform or lab coat is optional. Professional attire should be worn under the lab coat (no jeans or sweat shirts, miniskirts, leggings, low-cut blouses, or tank tops). No perfume or strong fragrances should be worn. Enclosed shoes with rubber or crepe soles must be worn in food service rotations. Hair must be restrained according to facility policy when in food preparation areas. In food preparation areas no large jewelry (rings, earrings, bracelets) or fingernail polish should be worn. Nails should be clean and short. Socks or stockings must be worn in shoes.

### Personal Hygiene

Students will follow sanitary practices in the clinical facilities. Wash hands with soap and water before working with food. Wash hands after working in a soiled area before working with food. Wash hands after going to the toilet or using a handkerchief before handling food again. Avoid touching hair or face while working with food; wash hands after each contact. Visible piercing jewelry may not be worn any place other than the ears during the rotations.

### Food Handling

Correct methods of tasting must be followed when tasting food at ALL times. Spoons and a rubber spatula used for blending or stirring ingredients are not to be licked. The two spoon method for tasting is best to follow. A spoon or fork placed in the mouth must be washed or put in soiled area immediately.

## Personal Conduct

Students are expected to assume responsibility for their own behavior at all times. Refer to Idaho State University Student Handbook Student Code of Conduct and Disciplinary Procedures.

## Illness or Injury at the Facility

If the student experiences an injury, illness, or other adverse event while in rotation at a facility, neither the university nor the facility is responsible or liable to provide compensation or medical treatment for the student. The student is responsible for any costs incurred.

## Absences

Classes, laboratory or practicum experiences that are missed due to injury, illness or family emergency must be made up at the discretion of the instructor. The student must call the instructor before 8:00 a.m. in the event of absence if at all possible. If the instructor can't be contacted prior to class, the student must make every effort to get a hold of the instructor as soon as possible.

## PROGRAM COST

The following is an estimation of program cost to the individual student. Figures are for the full academic year if not otherwise noted.

Application fee for admission to the DPD	\$20
Tuition:	
In-State	\$2,708.00* / Semester + Insurance*
Out-of-State	\$7,958.00*/ Semester + Insurance*

\*(Currently, full-time students are required to pay a health insurance premium of \$534 fall semester, \$736 spring/summer, \$318 summer only Premiums have not been included in the above fee estimates.)

Lab fees	\$50/semester per lab course
Lab Coat (optional)	\$40
Books and Supplies:	\$500.00-800.00
Health Screen and Immunizations:	see appendix
Malpractice Insurance:	\$15
Professional Membership in ADA (includes automatic IDA membership)	\$50

The figures quoted above are estimates of actual program expenses as of Fall, 2010. Actual cost may be more or less than estimates. Housing, transportation and personal living expenses have not been included as these often vary considerably between individuals.

## Appendix A

### Idaho State University-Department of Health and Nutrition Sciences B.S. Dietetics (Didactic Program in Dietetics Curriculum)

Name \_\_\_\_\_ Bengal ID \_\_\_\_\_

Catalog Year \_\_\_\_\_ G.P.A. \_\_\_\_\_ Transfer \_\_\_\_\_ Advisor \_\_\_\_\_

Students electing the Dietetics major must fulfill the university general education requirements for a B.S. degree plus the required dietetic courses and additional electives to total 128 credits.

Students majoring in Dietetics must pay careful attention to the prerequisite courses required as well as other specific courses required to fulfill the university general requirements. NTD prefix courses must be taken in the sequence shown unless approved by advisor. \* Only offered in semester indicated.

Students should meet with their advisor at least once every semester to ensure correct scheduling of course work.

#### Suggested Sequence Of Courses Year One-Pre-Dietetics

Fall	Course	Credit	Grade	Spring	Course	Credit	Grade
ENGL 1101	English Comp	3		PSCY 1101	General Psychology	3	
CHEM 1101	Essen of Chemistry I	3		CHEM 1102	Essen of Chemistry II	3	
COMM 1101	Prin of Speech	3		CHEM 1103	Essen Chem Lab	1	
NTD 1104*	Foods	3		BIOL 1101	Biology I	4	
G6, 7 or 8		3		NTD 204*	Meal Management	2	
				HE/HCA 2210	Medical Terminolgy	2	
<b>Total</b>		<b>15</b>				<b>15</b>	

#### Year Two-Pre-Dietetics

Fall	Course	Credit	Grade	Spring	Course	Credit	Grade
SOC 1101	Intro Sociology	3		ECON 2201	Macro Economics	3	
ENG 1102	Critical Reading & Writing	3		NTD 2239	Nutrition	3	
BIOL 2221	Intro Micro-biology	3		MATH 1153	Statistics	3	
BIOL 2221L	Intro Micro Lab	1		BIOL 3302*	Anatomy & Phys II	4	
BIOL 3301	Anatomy & Phys I	4		G6, 7, or 8		3	
G9, 10A, or 10B		3		Electives		2	
<b>Total</b>		<b>17</b>				<b>18</b>	

Apply for DPD in spring of Year Two. Application deadline is February 15<sup>th</sup>.

Over for Year Three and Year Four Suggested Schedule and Goal check off

### Year Three-DPD Curriculum

Fall	Course	Credit	Grade	Spring	Course	Credit	Grade
ACCT 3303	Accounting Concepts	3		MGT 3312	Ind & Org Behavior	3	
NTD 3300*	MNT I	3		NTD 3301*	MNT II	3	
NTD 3300L*	MNT I Lab	2		NTD 3301L*	MNT II Lab	2	
NTD 3312*	Quantity Foods	2		NTD 4410*	Foodservice Systems Mgt	3	
NTD 3312L*	Quantity Foods Lab	1		NTD 4410L*	FSSM Lab	2	
NTD 3360*	Nutrition through Lifecycle	3		ENGL 3307	Professional Technical Writing	3	
Electives		2					
<b>Total</b>		<b>16</b>				<b>16</b>	

### Year Four-DPD Curriculum

Fall	Course	Credit	Grade	Spring	Course	Credit	Grade
NTD 4407*	Prin of Comm Nutrition	3		NTD 4408*	App in Community Nutrition	3	
NTD 4457*	Experimental Foods	3		NTD 4470*	Senior Seminar	2	
NTD 4461*	Nutritional Biochem I	3		NTD 4485*	Nutritional Biochem II	3	
Electives		7		Electives		7	
<b>Total</b>		<b>16</b>				<b>15</b>	

### Goal Course Requirements Check Off

- \_\_\_\_\_ Goal 1 **English Composition** - 3 Credits ENGL 1101 or passing score on proficiency exam and ENGL 1102
- \_\_\_\_\_ Goal 2 **Spoken English** – 3 Credits COMM 1101
- \_\_\_\_\_ Goal 3 **Mathematics** – 3-4 Credits MATH 1108 or higher or...Satisfactory score on placement exam and 3 credits MATH 1153
- \_\_\_\_\_ Goal 4 **Biological Science** – 4 Credits Dietetics majors meet goal with BIOL 1101
- \_\_\_\_\_ Goal 5 **Physical Science** – 4 Credits Dietetics majors meet goal with CHEM 1101, 1102, 1103
- \_\_\_\_\_ Goal 6 **Fine Arts** – 3 Credits MUSC 1100, 1106, 1108, ART 1100, 1101, 1102, 2210; DANC 1105, 2205, ENGL 1126, THEA 1101
- \_\_\_\_\_ Goal 7 **Literature** – 3 Credits ENGL 1110, 1115, 2257, 2258
- \_\_\_\_\_ Goal 8 **Philosophy** – 3 Credits PHIL 1101, 1103
- \_\_\_\_\_ Goal 9 **U.S. History and Culture** – 3 Credits HIST 1111, 1112, 1118, AMST 2200
- \_\_\_\_\_ Goal 10A **Culture other than U.S.** – 3 Credits ANTH 2237, 2238, 2239, CMLT 2207, 2208, 2 209 HIST 1101, 1102, 2251, 2252, 2254, 2255
- \_\_\_\_\_ Goal 10B **Foreign Language**: ANTH/SHOS 1101-1102, 2201-2202, ARBC 1101-1102, 2201-2202, CHNS 1101-1102, 2201-2202, FREN 1101-1102, 2201-2202, GERM 1101-1102, 2201-2202, JAPN 1101-1102, 2201-2202, LATN 1101-1102, 2201-2202, RUSS 1101-1102, 2201-2202, SPAN 1101-1102, 2201-2202
- \_\_\_\_\_ Goal 11 **Political or Economic Organization** – 3 Credits ECON 2201
- \_\_\_\_\_ Goal 12 **Functioning of People in Society** – 3 Credit Dietetics majors meet goal with PSYC 1101, SOC 1101

Revised 4/08/10

**APPENDIX B**  
**ELIGIBILITY REQUIREMENTS AND ACCREDITATION STANDARDS**  
**DIDACTIC PROGRAM IN DIETETICS July 2008, Updated 2009**

(Taken from APPENDIX A: Foundation Knowledge Requirements and Learning Outcomes for Didactic Program in Dietetics. Visit the following web site for more information: <http://www.eatright.org/CADE/content.aspx?id=40>)

**1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice**

- KR 1.1. The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice.
  - KR 1.1.a. Learning Outcome: Students are able to demonstrate how to locate, interpret, evaluate and use professional literature to make ethical evidence-based practice decisions.
  - KR 1.1.b. Learning Outcome: Students are able to use current information technologies to locate and apply evidence-based guidelines and protocols, such as the ADA Evidence Analysis Library, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites.

**2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.**

- KR 2.1. The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.
  - KR 2.1.a. Learning Outcome: Students are able to demonstrate effective and professional oral and written communication and documentation and use of current information technologies when communicating with individuals, groups and the public.
  - KR 2.1.b. Learning Outcome: Students are able to demonstrate assertiveness, advocacy and negotiation skills appropriate to the situation.
- KR 2.2. The curriculum must provide principles and techniques of effective counseling methods.
  - KR 2.2.a. Learning Outcome: Students are able to demonstrate counseling techniques to facilitate behavior change.
- KR 2.3. The curriculum must include opportunities to understand governance of dietetics practice, such as the ADA Scope of Dietetics Practice Framework, the Standards of Professional Performance and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.
  - KR 2.3.a. Learning Outcome: Students are able to locate, understand and apply established guidelines to a professional practice scenario.
  - KR 2.3.b. Learning Outcome: Students are able to identify and describe the roles of others with whom the Registered Dietitian collaborates in the delivery of food and nutrition services.

**3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations**

- KR 3.1. The curriculum must reflect the nutrition care process and include the principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.
  - KR 3.1.a. Learning Outcome: Students are able to use the nutrition care process to make decisions, to identify nutrition-related problems and determine and evaluate nutrition interventions, including medical nutrition therapy, disease prevention and health promotion.

KR 3.2 The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.

KR 3.2.a. Learning Outcome: Students are able to apply knowledge of the role of environment, food and lifestyle choices to develop interventions to affect change and enhance wellness in diverse individuals and groups

KR 3.3. The curriculum must include education and behavior change theories and techniques.

KR 3.3.a. Learning Outcome: Students are able to develop an educational session or program/educational strategy for a target population.

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

KR 4.1. The curriculum must include management and business theories and principles required to deliver programs and services.

KR 4.1.a. Learning Outcome: Students are able to apply management and business theories and principles to the development, marketing and delivery of programs or services.

KR 4.1.b. Learning Outcome: Students are able to determine costs of services or operations, prepare a budget and interpret financial data.

KR 4.1.c. Learning Outcome: Students are able to apply the principles of human resource management to different situations

KR 4.2. The curriculum must include content related to quality management of food and nutrition services.

KR 4.2.a. Learning Outcome: Students are able to apply safety principles related to food, personnel and consumers.

KR 4.2.b. Learning Outcome: Students are able to develop outcome measures, use informatics principles and technology to collect and analyze data for assessment and evaluate data to use in decision-making

KR 4.3. The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.

KR 4.3.a. Learning Outcome: Students are able to explain the impact of a public policy position on dietetics practice.

KR 4.4. The curriculum must include content related to health care systems.

KR 4.4.a. Learning Outcome: Students are able to explain the impact of health care policy and administration, different health care delivery systems and current reimbursement issues, policies and regulations on food and nutrition services

#### **5. Support Knowledge: knowledge underlying the requirements specified above.**

SK 5.1. The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.

SK 5.2. The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism, and nutrition across the lifespan.

SK 5.3. The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.

## APPENDIX C

### WHERE TO GET IMMUNIZATIONS

**Student Health Center: 282-2330**

**ISU student insurance does not pay for any of the immunizations or any other preventative treatment. No appointment necessary. Prices are approximate as of 8/20/10.**

Hepatitis B (3 shots).....	\$45/per shot
Dip tetanus .....	\$27
DTAP .....	\$50
Varicella (chicken pox) titer.....	\$30 + \$9 draw fee
Varicella booster.....	n/a
Rubella titer (don't carry shots).....	\$18 + \$9 draw fee
TB Skin Test.....	\$15
MMR .....	n/a

**Southeastern District Health Department: 233-9080**

**Appointments required. Morning scheduling in advance. Afternoon scheduling same day scheduling. Please call for price information.**

**Other options:**

- **Private Physicians or clinics**

**APPENDIX D**  
**ADA Code of Ethics as of 2010**

<http://www.eatright.org/About/Code.aspx?id=7602&terms=2010+Code+of+Ethics>

# from the association

## American Dietetic Association/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues

### PREAMBLE

The American Dietetic Association (ADA) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values (Figure) and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the *public, clients, the profession, colleagues, and other professionals*. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

### APPLICATION

The Code of Ethics applies to the following practitioners:

- (a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
- (b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and
- (c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA.

All individuals to whom the Code applies are referred to as "dietetics practitioners," and all such individuals who are RDs and DTRs shall be known as "credentialed practitioners." By accepting membership in ADA and/or accept-

ing and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

### PRINCIPLES

#### 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.

0002-8223/09/10908-0018\$36.00/0  
doi: 10.1016/j.jada.2009.06.002

ADA values	Principles
<i>Customer Focus:</i> Meets the needs and exceeds expectations of internal and external customers	#5, #9
<i>Integrity:</i> Acts ethically with accountability for life-long learning and commitment to excellence	#1, #2, #4, #5, #6, #7, #10, #11, #12, #13, #17, #18
<i>Innovation:</i> Embraces change with creativity and strategic thinking	
<i>Social Responsibility:</i> Makes decisions with consideration for inclusivity as well as environmental, economic, and social implications	#3, #8, #9, #11, #13, #14, #15, #16, #17, #18, #19

Figure. Alignment of American Dietetic Association (ADA) Values to the Principles of the Code of Ethics for the Profession of Dietetics.

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.

#### **PROCESS FOR CONSIDERATION OF ETHICS ISSUES**

In accordance with ADA's Code of Ethics, a process has been established

for consideration of ethics issues. This process defines the procedure for review of and response to ethics complaints, including hearings, disciplinary action, and appeals. The process was approved on June 2, 2009, by the ADA Board of Directors, the House of Delegates, and the Commission on Dietetic Registration.

#### **Committee**

A three (3)-person committee, comprised of members of ADA and/or CDR-credentialed practitioners, will be appointed to handle all ethics matters. One person will be appointed each year by the president-elect of ADA, the chairperson of CDR, or the speaker-elect of the House of Delegates (based on the expired term). Terms of office will be for three (3) years. Terms will be staggered to allow for continuity. The chairship will rotate among the three (3) committee members. The chairship will be awarded to the person moving into the third year of the three (3)-year term of office.

The Committee will have authority to consult with subject experts as necessary to conduct its business. The Committee may perform such other educational activities as might be necessary to assist members and credentialed practitioners to understand the Code of Ethics.

#### **Ethics Opinions**

The Committee may issue opinions on ethics issues under the Code of Ethics on its own initiative or in response to a member's or credentialed practitioner's request. These opinions will be available to members and credentialed practitioners to guide their conduct, and will also be available to the public. Situations may be factual or hypothetical, but no names will be disclosed.

#### **Ethics Cases**

**Preamble.** The enforcement procedures are intended to permit a fair resolution of disputes on ethical practices in a manner that protects the rights of individuals while promoting understanding and ethical practice. The Ethics Committee has the authority and flexibility to determine the best way to resolve a dispute, including educational means where appropriate.

#### **1. Complaint**

A complaint that a member or credentialed practitioner has allegedly violated the Code of Ethics for the Profession of Dietetics must be submitted in writing on the appropriate form to the Ethics Committee.

The complaint must be made within one (1) year of the date that the complainant (person making complaint) first became aware of the alleged violation or within one (1) year from the issuance of a final decision in an administrative, licensure board, or judicial action involving the facts asserted in the complaint.

The complainant need not be a member of ADA nor a practitioner credentialed by CDR.

The complaint must contain details on the activities complained of; the basis for complainant's knowledge of these activities; names, addresses, and telephone numbers of all persons involved or who might have knowledge of the activities; and whether the complaint has been submitted to a court, an administrative body, or a state licensure board. The complaint must also cite the section(s) of the Code of Ethics for the Profession of Dietetics allegedly violated.

The complaint must be signed and sworn to by the complainant(s).

#### **2. Preliminary Review of Complaint**

The chair of the Ethics Committee, legal counsel for ADA, and appropriate staff will review the complaint to determine whether all the required information has been submitted by the complainant and whether an ethics question is involved.

If a complaint is made regarding an alleged violation of the Code of Ethics for the Profession of Dietetics and a similar complaint is already under consideration regarding the same individual by a state licensure board of examiners, an administrative body, or a court of law, the Ethics Committee will not process the complaint until a final decision has been issued.

#### **3. Response**

If the preliminary review determines that the process should proceed, the ADA staff or chair of

the Ethics Committee will notify the respondent (person against whom the complaint is made) that a complaint has been made.

The notice will be sent from the staff via certified mail, return-receipt requested. The respondent will be sent a copy of the complaint, the Code of Ethics for the Profession of Dietetics, the Review Process, and the Response to Complaint form.

The respondent will have thirty (30) days from receipt of the notification in which to submit a response. The response must be signed and sworn to by the respondent(s).

If the Ethics Committee does not receive a response, the chair of the Ethics Committee or his or her designee will contact the respondent by telephone. If contact with the respondent is still not made, a written notice will be sent. Failure to reach the respondent will not prevent the Committee from proceeding with the investigation.

The response submitted to the Ethics Committee by the respondent, may, upon request by the complainant, be provided to the complainant following the decision of the Committee.

#### 4. *Ethics Committee Review*

The chair of the Ethics Committee will add the complaint and response to the Committee's agenda, after consultation with legal counsel and appropriate staff. The complaint and the response will be reviewed by the Ethics Committee.

The Committee has broad discretion to determine how to proceed, including, but not limited to, dismissing the complaint, requesting further information from the parties, resolving the case through educational activities, holding a hearing as specified hereafter, or in any other way deemed advisable. The Committee may use experts to assist it in reviewing the complaint and response and determining further action.

At the appropriate time, the Ethics Committee will notify the complainant and the respondent of its decision, which may include the Committee's preliminary opinion with a request that the respondent take certain actions, including, but

not limited to, successful completion of continuing professional education in designated areas, or supervised practice based on the terms to be set forth by the Committee.

The Ethics Committee may also recommend appropriate remedial action to the parties, which if undertaken, would resolve the matter.

The Ethics Committee may recommend, in its discretion, that a hearing be held subject to the other provisions of these procedures.

#### 5. *Licensure Board Action or Final Judicial or Administrative Action*

When the Ethics Committee is informed by a state licensure body that a person subject to the Code of Ethics for the Profession of Dietetics has had his or her license suspended or revoked for reasons covered by the Code, the Committee may take appropriate disciplinary action without a formal hearing.

When a person has been finally adjudged or has admitted to committing a misdemeanor or felony as specified in Principle 4 of the Code, the Committee may take appropriate disciplinary action without a formal hearing.

#### 6. *Hearings*

##### A. *General*

Hearings shall be held as determined by the Ethics Committee under the following guidelines.

Hearing dates will be established by the chairman of the Ethics Committee. All hearings will be held in Chicago, IL.

The Ethics Committee will notify the respondent and the complainant by certified mail, return-receipt requested, of the date, time, and place of the hearing.

The respondent may request a copy of the file on the case and will be allowed at least one postponement, provided the request for postponement is received by ADA at least fourteen (14) days before the hearing date.

##### B. *Conduct of Hearings*

The chair of the Ethics Committee will conduct a hearing

with appropriate staff and legal counsel present. Individuals who have no conflict of interest will be appointed.

In the event that any Ethics Committee member cannot serve on the hearing panel for any reason, a replacement will be appointed by the representative of the original body that made the appointment, either the ADA president, the CDR chairperson, or the speaker of the House of Delegates as appropriate.

The parties shall have the right to appear, to present witnesses and evidence, to cross-examine the opposing party and adverse witnesses, and to have legal counsel present. Legal counsel for the parties may advise their clients, but may only participate in the hearings with the permission of the chair.

The hearing is the sole opportunity for the participants to present their positions.

Three members of the Ethics Committee shall constitute a quorum. Affirmative vote of two thirds (2/3) of the members voting will be required to reach a decision.

A transcript will be prepared and will be available to the parties at cost.

##### C. *Costs*

ADA will bear the costs for the Ethics Committee, legal counsel, staff, and any other parties called by ADA. ADA will bear the travel costs and one (1) night's hotel expenses for the complainant and respondent and one person that each chooses to bring, provided that such person is necessary to the conduct of the hearing as determined by the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of these procedures.

The respondent and the complainant will be responsible for all costs and fees incurred in their preparation for and attendance at the hear-

ing, except expenses for travel and hotel as stated above.

D. Decision

The Ethics Committee will render a written decision specifying the reasons therefore and citing the provision(s) of the Code of Ethics for the Profession of Dietetics that may have been violated. The Committee will decide that:

- 1) the respondent is acquitted;
- 2) educational opportunities are pursued;
- 3) the respondent is censured, placed on probation, suspended, or expelled from ADA; and/or
- 4) the credential of the respondent is suspended or revoked by the CDR of the ADA.

The decision of the Ethics Committee will be sent to the respondent and the complainant as soon as practicable after the hearing.

7. *Request by Complainant for Review of Respondent's Response*

The Ethics Committee will, except where the response contains information that the Committee determines for good reasons should not be shared, grant the request of a complainant to review the response received from the respondent in an ethics case, provided the request is made within thirty (30) days of notification of the final action of the Ethics Committee. The complainant will be required to maintain confidentiality of the documentation and to refrain from sharing it with any other third parties or individuals. The complainant will have twenty (20) days to advise the Ethics Committee as to any comments, concerns, or issues with regard to the respondent's response, but the Committee shall have no obligation to take further action. The respondent will be notified of the Committee's action to release the response to the complainant.

A. The materials describing the ethics complaint process, including those materials provided to the complainants and respondents, shall be amended to disclose the fact that a respondent's response may be

made available to the complainant.

- B. Any request to review the respondent's response must be submitted in writing (electronic or mail) no later than thirty (30) days after final action by the Committee.
- C. ADA staff will notify the Ethics Committee of the request and will provide a timeline for addressing it.
- D. Within five (5) business days of the request being received, the Committee will advise the respondent that the complainant has made the request and is being given access to the response. The requested documentation will be sent to the complainant via express mail to ensure delivery.
- E. The complainant will be required to commit in writing to maintain the confidentiality of the documentation by signing a statement to this effect.
- F. Any comments, concerns, or issues with the respondent's response must be communicated to ADA staff within twenty (20) days in writing (electronic or mail). ADA staff will add the complainant's comments, concerns, or issues onto the agenda of the next Ethics Committee conference call or meeting. The Committee will determine whether further action is necessary and shall communicate its determination to the complainant.
- G. The complainant will return the documents after review via UPS at the expense of ADA within twenty-five (25) days.

8. *Definitions of Disciplinary Action*

**Censure:** A written reprimand expressing disapproval of conduct. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Not applicable to the disciplinary action.

**Probation:** A directive to allow for correction of behavior specified in Principle 7 of the Code of Ethics for the Profession of Dietetics. It may include mandatory

participation in remedial programs (eg, education, professional counseling, and peer assistance). Failure to successfully complete these programs may result in other disciplinary action being taken. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Specified time to be decided on a case-by-case basis.

**Suspension:** Temporary loss of membership and all membership benefits and privileges for a specified time with the exception of retention of coverage under health and disability insurance. ADA group malpractice insurance will not be available and will not be renewed during the suspension period.

Time frame: Specified time to be decided on a case-by-case basis.

**Suspension of Registration:** Temporary loss of credential and all benefits and privileges for a specified period of time. It may include mandatory participation in remedial programs (eg, education, professional counseling, and peer assistance).

At the end of the specified suspension period, membership and registration benefits and privileges are automatically restored.

Time frame: Specified time to be decided on a case-by-case basis.

**Expulsion:** Removal from membership and a loss of all benefits and privileges.

Time frame: May apply for reinstatement after a five (5)-year period has elapsed or sooner if the basis for the expulsion has been removed, with payment of a reinstatement fee. The individual must meet membership requirements in effect at the time of the application for reinstatement.

**Revocation of Credential:** Loss of registration status and removal from registry; loss of all benefits and privileges. Upon revocation, the former credentialed practitioner shall return the registration identification card to CDR.

Time frame: Specified time for reapplication to be decided on a case-by-case basis, but, at minimum, current recertification re-

quirements would need to be met. A credential will not be issued until CDR determines that the reasons for revocation have been removed.

## 9. Appeals

### A. General

Only the respondent may appeal an adverse decision to ADA. During the appeals process, the membership and registration status of the respondent remains unchanged.

The ADA president, the chairperson of CDR, and the speaker of the House of Delegates shall each appoint one person to hear the appeal. These individuals shall constitute the Appeals Committee for that particular case. Individuals who have no conflict of interest will be appointed.

### B. Recourse to the Appeals Committee

To request a hearing before the Appeals Committee, the respondent/appellant shall notify the appropriate staff at ADA headquarters, by certified mail, return-receipt requested, that the respondent wishes to appeal the decision. This notification must be received within thirty (30) calendar days after receipt of the letter advising the respondent/appellant of the Ethics Committee's decision.

### C. Contents

The appeal must be in writing and contain, at a minimum, the following information:

1. The decision being appealed.
2. The date of the decision.
3. Why the individual feels the decision is wrong or was improperly rendered (See E, "Scope of Review").
4. The redress sought by the individual.
5. The appeal will be signed and sworn to.

If the appeal does not contain the information listed above, it will be returned to the individual who will be given ten (10) calendar days to resubmit. Failure to furnish the required information

within ten (10) calendar days will result in the appeal being waived.

### D. Procedures

Upon receipt of this notification, appropriate staff shall promptly notify the chair of the Appeals Committee that the respondent/appellant is appealing a decision made by the Ethics Committee.

The Appeals Committee chair shall acknowledge the appeal and request a copy of the relevant written information on the case from appropriate staff.

1. Location and participants
  - a. All appeals hearings will be held in Chicago, IL.
  - b. The complainant/appellee, the respondent/appellant, and the chair of the Ethics Committee will have the opportunity to participate in the appeals hearing.
  - c. The parties may have legal counsel present, who may advise their clients, but may only participate in the hearings with the permission of the chair.
  - d. Attendance at the hearing will be limited to persons determined by the chair to have a direct connection with the appeal and appropriate staff and legal counsel.
2. Conduct of the hearing

The three (3) parties involved in the appeal will be given the opportunity to state why the decision and/or disciplinary action of the Ethics Committee should be upheld, modified, or reversed.

### E. Scope of Review

The Appeals Committee will only determine whether the Ethics Committee committed procedural error that affected its decision, whether the Ethics Committee's decision was contrary to the weight of the evidence presented to it, or whether there is new and substantial evidence that would likely have affected the Ethics Committee's decision that was

unavailable to the parties at the time of the Ethics Committee's hearing for reasons beyond their control.

In reviewing the decision of the Ethics Committee, the Appeals Committee shall consider only the transcript of the hearing and the evidence presented to the Ethics Committee.

### F. Record of Hearing

A transcript will be prepared and will be maintained in the case file.

### G. Decision of Appeals Committee

1. The Appeals Committee shall prepare a written decision stating the reasons therefore. The decision shall be to affirm, modify, or reject the decision and/or disciplinary action of the Ethics Committee or to remand the case to the Ethics Committee with instructions for further proceedings.
2. Decisions of the Appeals Committee will be final.

### H. Costs

ADA will bear the costs for the Appeals Committee, staff, and legal counsel, and any parties called by ADA. ADA will bear the travel and one night's hotel expenses for the respondent/appellant, the complainant/appellee, and the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of this procedure.

The respondent/appellant and the complainant/appellee will be responsible for all costs and fees incurred in their preparation for and attendance at the hearing, except expenses for travel and hotel as stated above.

### 10. Notification of Adverse Action

If the respondent is disciplined by the Ethics Committee and does not appeal the decision, the chair of the Ethics Committee will notify the appropriate ADA organizational units, CDR, the affiliate dietetic association, appropriate licensure boards, and governmental and private bodies within thirty (30) days after notification of the final decision.

In the event the respondent ap-

peals a decision to discipline him or her and the Ethics Committee decision is affirmed or modified, similar notification will be made by the chair of the Ethics Committee.

In response to an inquiry about registration status, the Office on Dietetic Credentialing will state only whether a person is currently registered.

11. *Record Keeping*

- A. Records will be kept for a period of time after the disposition of the case in accordance with ADA's record retention policy.
- B. Information will be provided only upon written request and affirmative response from ADA's legal counsel.

12. *Confidentiality Procedures*

The following procedures have been developed to protect the confidentiality of both the complainant and the respondent in the investigation of a complaint of an alleged violation of the Code of Ethics for the Profession of Dietetics:

- A. The need for confidentiality will be stressed in initial communications with all parties.

- B. Committee members will refrain from discussing the complaint and hearing outside of official committee business pertaining to the complaint and hearing.
- C. If the hearing on a complaint carries over to the next Committee, the complaint will be heard by the original Committee to hear the complaint.
- D. Communication with ADA witnesses will be the responsibility of the Committee chair or staff liaison.
- E. Witnesses who testify on behalf of ADA will be informed of the confidentiality requirements and agree to abide by them.
- F. The Committee chair will stress the importance of confi-

dentiality at the time of the hearing.

- G. To ensure confidentiality, the only record of the hearing will be the official transcript and accompanying materials, which will be kept at ADA offices. All other materials that were mailed or distributed to committee members should be returned to ADA staff, along with any notes taken by Committee members.
- H. The transcript will be available if there is an appeal of the Ethics Committee's decision and only to the parties, Ethics Committee members, Appeals Committee members, ADA legal counsel, and staff directly involved with the appeal.

*Recognition is given to the members of the Code of Ethics Task Force for their contributions: Marianne Smith Edge, MS, RD, LD, FADA, Chair; Alice Beth J. Fornari, EdD, RD; Cheryl A Bittle, PhD, RD, LD; Doris Derelian, PhD, JD, RD, FADA; Jana Kicklighter, PhD, RD, LD; Leonard Pringle, DTR; Harold Holler, RD, LDN, ADA Staff; Chris Reidy, RD, CDR Staff; J. Craig Busey, JD, former ADA Legal Counsel.*

**I have read and comprehend the information presented in the ISU DPD Handbook. I agree to abide by the policies set forth in these handbooks throughout the remainder of my undergraduate studies in dietetics.**

---

**DPD Student Signature**

**Date**

---

**Witness**

**Date**