



Fairfield University Egan School of Nursing and Health Studies

Doctorate in Clinical Nutrition Program Handbook

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Section 1

General Information

Introduction

The Doctorate in Clinical Nutrition (DCN) Program at Fairfield University Egan School of Nursing and Health Studies provides a unique program in dietetic education. The program is a three-year full-time program which integrates graduate courses along with supervised experiential learning.

This manual is designed to provide an overview of the program as well as the policies and procedures specific to the DCN program. This handbook is in addition to the Fairfield University student handbook and policies and procedures.

<https://www.fairfield.edu/about/offices-and-departments/dean-of-students/student-handbook/>

This Future Education Model Graduate-level program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Upon completion of the program, graduates are eligible to sit for the Registered Dietitian Nutritionist Examination.

Accreditation

The Doctorate in Clinical Nutrition is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 Riverside Plaza, Suite 2190 Chicago, IL 60606-6995

(315) 899-0040 ext. 5400. <Http://www.eatright.org/ACEND>



Mission Statement

Fairfield University Mission Statement (Key Elements)

Fairfield recognizes that learning is a life-long process and sees the education, which it provides, as the foundation upon which its students may continue to build within their chosen areas of scholarly study or professional development. As a community of scholars, Fairfield gladly joins in the broader task of expanding human knowledge and deepening human understanding, and to this end, it encourages and supports the scholarly research and artistic production of its faculty and students.

However, most of all, Fairfield serves the wider community by educating its students to be socially aware and morally responsible persons.

Egan School Mission Statement

Consistent with the mission of Fairfield University to develop individuals for others, the Marion Peckham Egan School of Nursing and Health Studies inspires students to become leaders across social and healthcare environments. These students are actively engaged with faculty in practice, policy, scholarship and service. As a modern Jesuit institution, a central focus of our care is to improve health outcomes with particular attention to the needs of underserved or vulnerable populations.

DCN Mission Statement

The mission of the Doctorate in Clinical Nutrition (DCN) degree program is to prepare graduates to become Registered Dietitian Nutritionists who are leaders in the profession. Graduates expand the knowledge of clinical nutrition to improve health outcomes with particular attention to the needs of underserved or vulnerable populations.

Program Goals and Objectives

Goal #1

Graduates are competent registered dietitian nutritionists, who are prepared for leadership roles in healthcare settings.

At least 80% of program students complete program requirements within 4.5 years (150% of program length).

Of graduates who seek employment, at least 90% are employed in nutrition and dietetics or related fields within 12 months of graduation.

At least 100% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

80% of returned employer surveys rank graduates working in the field of dietetics as "adequately prepared".

50% of graduates are employed in and/or hold a volunteer position in a leadership position one year after graduation.

Goal #2

Graduates improve the health outcomes of the community especially in underserved populations.

50% of graduates agree they are serving an underserved, or vulnerable population.

80% of graduates agree that their position contributes positively to the health outcomes of the community for which they serve.

Section 2

Policies and Procedures

Monitoring Student Performance

Students will be evaluated throughout each of the courses through both formative and summative assessments. The didactic portion of courses will outline the assessment processes in the course syllabi. During the supervised experiential learning, preceptors will evaluate student performance in conjunction with course faculty, periodically throughout the practicum and a final summative assessment will occur at the end of each practicum. Evaluations will include ACEND competencies, performance indicators as well as professional, ethical behavior and integrity.

Student Retention

A student whose overall grade point average falls below 3.0 in any semester is placed on probation for the following semester. If the overall grade point average is again below 3.0 at the end of that semester, the student may be dismissed. Any student who receives two course grades below 2.67 or B- will be dismissed from the program. A student who earns a B- for any individual course will be placed on academic probation. If a student earns two grades of B- in one semester or a second grade of B- in any semester thereafter, they will be dismissed from the program. A student who earns a grade lower than a B- for any course will be dismissed from the program.

Students with minimum chance of success in the program will be counseled into other graduate programs in the Eagan School of Nursing and Health Studies or across the University.

Supervised Experiential Learning Documentation

Students are responsible for documenting their SEL hours daily in their practicum rotations. This will be completed in the program software, which will be shared with the practicum preceptor to sign off on at the end of every week. The program director will track all professional and alternate SEL hours at the end of every semester to ensure the student will complete a minimum of 1000 hours.

Insurance Requirements

All Fairfield University graduate students are required to have, will be enrolled in, and billed for, the University- sponsored health insurance policy, unless the student is already enrolled in a comparable health insurance plan. If the student already has health insurance, a waiver must be completed in order for a credit to appear on the student's bill.

Malpractice Insurance

All Egan students are covered by the Fairfield University general liability policy for activities performed in their experiential supervised practice sites. This requirement serves to protect the University, the Egan School, the clinical faculty member, and the individual student. The University shall maintain for its Students and assigned Clinical Instructors a policy of professional and general liability insurance, with a single limit of not less than two million dollars (\$2,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate throughout his/her participation in the clinical education program. The University will provide the Facility upon request a certificate of insurance confirming the foregoing professional and general liability coverage prior to participation in the clinical education program and shall promptly notify the Facility of any and all changes in insurance coverage.

Liability for safety in travel to and from assigned areas

Students are responsible for their own car insurance and transportation to and from the experiential supervised practice sites. Fairfield University is not liable for injury to and from assigned experiential supervised practice sites.

Injury or illness while in a facility for supervised experiential learning

Students will obtain prompt medical care to treat any accident, injury or illness that occurs during the supervised experiential learning experience. Students are responsible for all costs incurred for emergency care and follow-up care. Students are required to notify the program director about the accident, incident, injury or illness as soon as possible.

Drug Testing and Criminal Background Checks for Supervised Experiential Learning Sites

It is the policy of the Egan School of Nursing and Health Studies that all admitted students must satisfactorily complete all required compliance standards required by the University and/or the practicum site they are assigned to prior to participating in the supervised experiential learning component of the curriculum. These will be completed at the student's expense at a location of their choice or designated by the University, and may be required more than once depending on the practicum site requirements. Requirements include at a minimum a criminal background check and drug screens. Fairfield University and the Egan School of Nursing and Health Studies have no obligation to refund tuition or otherwise accommodate students in the event that a criminal back-ground check or drug screening renders the student ineligible to complete required courses or clinical placement(s).

All Egan graduate students are expected to comply with all requirements of their clinical/experiential learning agencies. Noncompliance with agency requirements (e.g., vaccination mandates) may result in the student being unable to complete the program requirements for graduation. It is not the responsibility of the school to find another site if the student does not comply with the requirements for the site they were assigned. Students must complete orientation and the compliance requirements by the due date communicated to the student by the program director. If the student does not complete this by the date, they may be denied participation in the practicum during that semester, which could delay graduation.

Supervised Practice Sites and Job Duties

Supervised Practice sites are for educational purposes only and are not intended to replace facility employees, except as planned to acquire experience and demonstrate competence through learning experiences.

The program will schedule geographically accessible supervised practice sites for the students. During the Nutrition Practicum II, students have the opportunity to do a 2-week specialty rotation of their choice. The student may be asked to assist in securing this site, if a site in their area of interest is not available, the program will ensure the student completes the supervised hours in the acute care setting.

Tracking of Supervised Practice Hours

Students are required to log the hours they are in professional work settings in the EXXAT software. Preceptors will sign off to verify the hours. Alternate practice activities are incorporated in other learning activities and are logged by the program director on an excel spreadsheet.

Process for Filing or Handling Complaints about the Program

1. The student attempts to resolve any academic grievance with the faculty member. If, following this initial attempt at resolution, the student remains convinced that a grievance exists, she or he advances to step 2.
2. The student consults with the program director, bringing written documentation of the process to this point. If the student continues to assert that a grievance exists after attempted reconciliation, she or he advances to step 3.
3. The student presents the grievance to the dean of the school in which the course was offered, bring in to this meeting documentation of steps 1 and 2. After conversing with the instructor of record the department chair/program director, the dean will inform the student whether or not the grade shall be changed by the instructor of record. If the student is dissatisfied with the outcome, the dean will inform the student of the right to initiate formal review procedures.

Formal Procedure

If the student still believes that the grievance remains unresolved following the informal procedures above, she or he initiates the formal review procedure by making a written request for a formal hearing through the dean to the provost. Such a request should define the grievance and be accompanied by documentation of completion of the informal process. It should also be accompanied by the dean's opinion of the grievance.

The provost determines whether the grievance merits further attention. If not, the student is so informed. If, however, the grievance does merit further attention, the provost determines whether it is a procedural appeal, an academic dishonesty appeal, or a quality of work appeal.

1. For procedural appeals and academic dishonesty appeals, the provost will convene a Grievance Committee according to the process described below, providing the committee with the written documentation resulting from the previous steps in the appeal process.
2. For quality of work appeals, the provost will request that the chair of the department through which the course is taught, or if the chair is the subject of the grievance a senior member of the department, assemble an ad hoc committee of three department/program members to review the appeal, providing the committee with the written documentation resulting from the previous steps in the appeal process.
3. For procedural appeals and academic dishonesty appeals, the Grievance Committee takes whatever steps are deemed appropriate to render a recommendation for resolving the grievance. The committee adheres to due process procedures analogous to those in the Faculty Handbook. For quality of work appeals, the department committee shall make itself available to meet and discuss the appeal with the student, and shall discuss the appeal with the instructor of record for the course. If the final consensus of the department committee is that the academic evaluation that led to the course grade was neither prejudiced nor capricious, the appeals process ends here.
4. For procedural appeals and academic dishonesty appeals, the recommendation from the Grievance Committee is forwarded to the provost in written form, accompanied, if necessary, by any supporting data that formed the basis of the recommendation. Should the Grievance Committee conclude that a change of grade is warranted, the two faculty members on the Grievance Committee will recommend an appropriate grade. In case of disagreement between

the two faculty members, the dean chairing the Grievance Committee will decide which of the two recommended grades to accept. There commended grade change shall be included in the report.

For the quality of work appeals, if the final consensus of the department committee is that the academic evaluation that led to the course grade was prejudiced or capricious, the department committee will recommend an alternative course grade. If the instructor of record agrees to change the grade to that recommended by the committee, the appeals process ends here. If the instructor of record declines to change the grade, the department committee shall prepare a written report, including the department committee's recommended grade. The report will be forwarded to the provost and the instructor of record who may sent the provost a written response to the report.

5. For procedural appeals and academic dishonesty appeals, the provost renders a final and binding judgement, notifying all involved parties. If such an appeal involves a dispute over a course grade given by a faculty member, the provost is the only university official empowered to change that grade, and then only to the grade recommended by the Grievance Committee.

For quality of work appeals, if the provost agrees with the department committee that the academic evaluation that led to the course was prejudiced or capricious, she or he is authorized to change the course grade to the grade recommended in the department committee's report.

Structure of the Grievance Committee

The structure of the Grievance Committee will be as follows:

Two faculty members to be selected from the Student Academic Grievance Board. The faculty member against whom the grievance has been directed will propose four names from that panel, the student will strike tow of those names, and the two remaining faculty members will serve.

Two students to be selected from a standing pool of eight students elected by the student government. The student filing the grievance will propose four names from that panel, the faculty member will strike two of those names, and the two remaining students will serve.

In the event that any faculty member or student selected through the foregoing process is unable to meet, another elected member of the panel will serve as alternate.

The Grievance Committee will be chaired by a dean (other than the dean of the school in which the course was offered) to be selected by the provost. The dean so selected will have no vote except in the event of a tie and will be responsible for overseeing the selection of the Grievance Committee, convening and conducting the committee meeting, and preparing the committee's report(s) and other appropriate documentation.

Due Process Procedure

1. Both the student and the faculty member have the right to be present and to be accompanied by a persona advisor or counsel throughout the hearing.
2. Both the student and the faculty member have the right to present and to examine and cross - examine witnesses.
3. The administration makes available to the student and the faculty member such authority as it

may possess to require the presence of witnesses.

4. The Grievance Committee promptly and forthrightly adjudicates the issues.
5. The full text of the finding and conclusions of the grievance committee are made available in identical form and at the same time to the student and the faculty member. The cost is met by the university.
6. In the absence of a defect in procedure, recommendations shall be made to the Provost by the Grievance Committee as to possible action in the case.
7. At any time should the basis for an informal hearing appear, the procedure may become informal in nature.

Grievance Process Complaints

Fairfield University endeavors to resolve all grievances, complaints and disputes in a timely and fair manner. In the event a student believes a complaint remains unresolved after the conclusion of Fairfield University's grievance and/or dispute resolution processes (including all appeals), the student may request that the complaint be reviewed by the State of Connecticut Office of Higher Education. The Office of Higher Education is responsible for quality review of independent colleges and will investigate complaints concerning matters within its statutory authority. For more information or to file a complaint, contact:

Office of Higher Education
61 Woodland Street
Hartford, CT 06105-2326
Phone: 800-842-0229

Fairfield University is accredited by the New England Commission of Higher Education (NECHE). Students may contact:

NECHE
2 Burlington Woods Drive, Suite 100
Burlington, MA 01803
Phone: 855-886-3272

All files regarding complaints and resolutions will be kept on file for seven years.

Submission of written complaints to ACEND

If a student believes the program is not within compliance to the ACEND accreditation standards, The student will submit in writing the concern to the program director. The student should document in detail the concern and indicate which standard is not within compliance along with the rationale. The program director will have five work days to respond in writing to the concern. If the response is not acceptable to the student the student and program director will meet in person to discuss. If this is not resolved the program director will set up a meeting with the student and the dean within 5 business days. If after consultation with the dean, this is still not resolved, the student will be instructed to contact the

Accreditation Council for Education in Nutrition and Dietetics of the Academy of
Nutrition and Dietetics
120 Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
(315) 899-0040 ext. 5400
<https://www.eatright.org/ACEND>

Credit for Prior Learning

Students entering the program will come with various experiences and educational backgrounds. Credits granted for prior learning for didactic courses will be at the discretion of the program director and must be at the graduate level. Courses will be evaluated on an individual basis.

Assessment of prior learning may include but is not limited to review of previous course syllabi, work experience, assignments, submission and of a portfolio.

The following courses must be taken at Fairfield University:

- NUTR 7015 Nutrition Assessment and Diagnosis
- NUTR 7050 Medical Nutrition Therapy
- NUTR 7035 Advanced Nutrition Counseling

Assessment of Student Learning

Students will be assessed for ACEND competencies and performance indicators throughout the program using various learning assessment tools. This will include, but not limited to case studies, group projects, role playing, quizzes, exams, and final papers. Both formative and summative assessments will be measured. In the practicum courses, the students will be provided feedback from the preceptors on an ongoing basis through evaluation and case-based scenarios. A final evaluation of competencies and performance indicators will be assessed at the end of each supervised experiential learning rotation. The program director will review and analyze assessment data annually and provide feedback to the faculty and advisory board for input.

Program Retention and Remediation

Student performance is continuously monitored by faculty and preceptors throughout the program. If issues arise with a student's performance, every effort will be made to resolve the problem and promote student success. Students may be provided remediation assignments to assess competencies which were previously not met.

The Office of Academic Support and Retention provides individual and group services aimed at facilitating student transition and increasing student engagement and academic success. The Office offers tutorial programs and learning support resources, and coordinates with faculty advisors, deans' offices, and campus resources to assist students in achieving academic success. The nutrition faculty will also provide individualized assistance, if requested by the student during office hours and other times by appointment.

Disciplinary/Termination Procedures

Fairfield University holds high expectations of how we live and interact with one another, as the successes and failures of each member of our community shape our institution. We ensure all students are treated with dignity and respect by program faculty and preceptors.

Students are held accountable for their behavior both on and off campus as a necessary part of our community life. Both the Academy of Nutrition Code of Ethics and the Student Code of Conduct must be adhered to. Failure to comply may result in disciplinary actions that could include termination.

Graduation Completion Requirements

The following requirements must be met before the student is eligible to receive his/her degree from Fairfield University:

- Verification of successful completion of all practicum and academic course requirements
- Demonstrated competence in all ACEND required competencies and performance indicators
- Resolution of all financial responsibilities
- Return of all loaned items including library books, ID badge, etc.

Students must complete all program requirements in no more than five years.

Verification statements will be provided to each student, once all graduation requirements have been met. Students will receive five hard copies of the verification statements as well as an electronic copy no later than 2 weeks after graduation. This will allow the student to sit for the CDR credentialing Examination for Registered Dietitian Nutritionists.

Online Testing

Online testing is discouraged for nutrition courses within the DCN curriculum. If a test is administered online, students are required to download the lockdown monitor on their computers and sign a waiver that academic integrity will be adhered to which includes the test was completed solely by the student them self. Violation of academic integrity could lead to dismissal from the program.

Withdrawal and Refund of Tuition and Fees

Candidates who wish to withdraw from a course must do so in writing or in person at the Registrar's Office on or before the published last day to withdraw (see academic calendar). Written withdrawals are effective as of the date received or postmarked. In-person withdrawals are made in the Registrar's Office by completing and submitting a Change of Registration form. Those who need to withdraw from a course after the posted last day to withdraw must submit a written statement justifying their need to withdraw to the dean for approval to withdraw without academic penalty. Failure to attend class or merely giving notice to an instructor does not constitute an official withdrawal and may result in a penalty grade being recorded for the course. In general, course withdrawals are not approved after the posted last day to withdraw.

When there are extenuating circumstances (e.g., medical condition requiring withdrawal) exceptions may be approved by the dean. Withdrawal after the posted deadline will not be permitted simply to prevent receipt of a grade that might not meet the student's satisfaction.

All requests for tuition refunds must be submitted to the appropriate dean's office immediately after withdrawal from class. Fees are not refundable. The request must be in writing and all refunds will be made based on the date notice is received or, if mailed, on the postmarked date according to the following schedule. Refunds of tuition charged on a MasterCard, Visa, or American Express card must be applied as a credit to your charge card account.

Note: Online course refunds are calculated such that each calendar day, beginning with the first day of class, is considered a scheduled class meeting.

Program Schedules

The DCN program will follow the graduate program academic calendar located on the Fairfield University website. <https://wiki.fairfield.edu/display/OUR/Calendars>. Exceptions to the university schedule are permitted for students who are in the supervised experiential learning practicums.

Protection of Privacy / Access to Files

DCN program files are kept in a locked file in the Dean's office as well as within Workday, which is a secure electronic file. All information is private and confidential. Students have the right to review their personal program file upon request.

Student Support Services

All students must meet with their academic advisor every semester to review academic progress, goals and course selection. Fairfield University has a vested interest in students' success and provides all the resources students need to excel academically. All faculty hold office hours through which students can meet with their professors.

Leave of Absence

A student may request and be considered for a leave of absence when extraordinary circumstances prevent that student from continuing with classes. request for a leave of absence must be made in writing or in person to the Office of the Dean of the Egan School. This office will review the request along with the opinion of the Health Center or Counseling and Psychological Services, and the Dean shall make a decision based on such endorsement or opinion. Where necessary in order to fully consider a request, the student may be required to provide the Office of the Dean with a release of information. The institutional refund policy applies. Additional information is located in the University policies in the Graduate Academic Catalog. <http://catalog.fairfield.edu/graduate/>

Academic Support Resources

We provide support for the variety of needs of students.

Students have access to the following University resources:

- Academic Support and Retention
- Counseling and Psychological Services
- Academic Skills Development and Tutoring
- Early Learning Center
- Student Health Services
- The Writing Center
- Office of Accessibility
- Information Technology Services
- The DiMenna-Nyselius Library
- The Career Center

Affiliation Agreements

Supervised experiential learning sites are chosen based on the following criteria:

- The preceptors possess the expertise in the area for which they are teaching
- The preceptors have a desire and willingness to work with the students
- The preceptors are willing to evaluate all students on ACEND competencies/ Performance Indicators
- The site is in a safe location and conducive to a positive learning experience

All supervised practicum sites will have a signed Affiliation Agreement with Fairfield University with the exception of the Department of Public Health. Fairfield University uses a standard affiliation agreement for all practicum sites within the University. The form is located on the University Dropbox folder. If a site decides they would like to make changes to the Fairfield University standard affiliation agreement, or use their own affiliation agreement this will be reviewed by the legal department and/or the Dean prior to signing. All signed agreements will be managed by the program director. Affiliation agreements will remain active until either party wishes to terminate the agreement, which requires a 30-day notice.

Experiential learning sites are evaluated by the students at the end of each clinical rotation. Site evaluations are reviewed and compiled by the faculty teaching the course and shared with the program director. The program director will review these each semester and discuss findings with faculty. If deemed necessary, changes are instituted the following semester to improve program effectiveness.

Professional Membership

All students are required to become student members of the Academy of Nutrition and Dietetics at the expense of the student and choose Connecticut as the state affiliation. Student membership must be maintained through the entire time the student is enrolled in the program.

Attire and Appearance

Students are to maintain a professional image at all times by being appropriately dressed and well groomed, and by following the dress code of each practicum facility. Students must determine the appropriate dress code per rotation from the preceptor. While serving in clinical hospital rotations interns will wear business attire, closed toed shoes and a white lab coat if required by the facility. No jeans, revealing clothing, form-fitting leggings, short skirts, bare midriffs, or athletic shirts or pants is permitted. Fragrances (perfume, etc.) should be minimized for the comfort of patients. Hairstyles should require minimal management while on duty. Preceptors have the right to determine if hairstyle and attire worn are consistent with their policies.

During food service rotations, dress codes may be more restrictive including minimal jewelry, hair restraints, slip-resistant shoes, no nail polish or gum chewing.

Professional Conduct

Code *of* Ethics *for the* Profession *of* Dietetics

Students are held accountable for adhering to the code of ethics for the Dietetics Profession of Dietetics
<http://www.eatright.org/codeofethics>



Code of Ethics for the Nutrition and Dietetics

Preamble:

Effective Date: June 1, 2018

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

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

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

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

Principles and Standards:

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

Nutrition and dietetics practitioners shall:

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

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

Nutrition and dietetics practitioners shall:

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

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.

- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
 - f. Refrain from verbal/physical/emotional/sexual harassment.
 - g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
 - h. Communicate at an appropriate level to promote health literacy.
 - i. Contribute to the advancement and competence of others, including colleagues, students, and the public.
4. **Social responsibility for local, regional, national, global nutrition and well-being(Justice)**
Nutrition and dietetics practitioners shall:
- a. Collaborate with others to reduce health disparities and protect human rights.
 - b. Promote fairness and objectivity with fair and equitable treatment.
 - c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
 - d. Promote the unique role of nutrition and dietetics practitioners.
 - e. Engage in service that benefits the community and to enhance the public's trust in the profession.
 - f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity¹ and self-determination to engage in individual decision- making specific to personal health or practice.

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.

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

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

Diversity: “The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy’s mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”

Evidence-based Practice: Evidence-based practice is an approach to healthcare where in health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision- making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that healthcare is individualized and everchanging and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic

Analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.

Justice (social justice): supports fair, equitable, and appropriate treatment for individual’s and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.

References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.
<http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

DCN Student Handbook Acknowledgement Form

I have read the Fairfield University Future Graduate Doctorate of Clinical Nutrition Student Handbook and will comply with the policies and procedures outlined therein.

I acknowledge that it is my responsibility to monitor and follow up on emails from EXXAT regarding due dates for my health records. I understand that failure to comply may result in my inability to complete a practicum rotation, which could delay my graduation.

Student Name (Print): _____

Student Signature: _____

Date: _____