

TCC DIETETICS PROGRAM STUDENT HANDBOOK

Tarrant County College Southeast Campus



Touching Lives through Food and Nutrition



Tarrant County College
DIETETIC TECHNICIAN PROGRAM

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FOREWORD

- This Dietetics Program Student Handbook has been prepared by the instructional faculty of the Tarrant County College District's (TCCD) Dietetics Program, to serve as a communications tool for individuals involved in Dietetics Program. Some of the information contained in this manual is not routinely repeated in any other course documents, so it is important that each student familiarize himself/herself thoroughly with its contents and retain this copy for future reference.
- This Student Handbook is reviewed in class in Introduction to Dietetics (FDNS 1103) and is used as a reference throughout the Program.
- In addition to use by students, this manual is intended for advising students concerning career placement or recruitment, by individuals considering enrollment in the Dietetics Program and by faculty and supervised practice supervisors during program operation.
- It is important that each person concerned with the Dietetics Program reviews the guidelines outlined on the following pages to assure efficient communications and smooth flow of operations. Every step of the educational process requires ongoing review and revision. Information, requirements and regulations contained in this manual are subject to change without prior notice.

TCCD is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, or veteran status.

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WELCOME

Welcome to the Dietetics Program of Tarrant County College District.

The Dietetics Program Student Handbook contains materials regarding policies relating to the Tarrant County College Southeast Campus Dietetics Program. It is meant to assist you and provide guidance from entrance to graduation. This handbook details program requirements, pathway to become a Certified Dietary Manager (CDM) and a Nutrition and Dietetic Technician, Registered (NDTR), and information on course scheduling.

The Dietary Manager Program is a **21-college credit certificate**. Upon completion of all program requirements, students are eligible to sit for the **Certified Dietary Manager, Certified Food Protection Professional (CDM®|CFPP®)** credentialing exam through the Association of Nutrition and Foodservice Professionals (ANFP).

The Dietetic Technician Program is a 2-year Associate of Applied Science Degree. Upon completion of all program requirements, students are eligible to sit for the national credentialing examination to become a **Nutrition and Dietetic Technician, Registered (NDTR)** through Commission of Dietetic Registration (CDR).

This handbook is not all inclusive and is designed to supplement the TCCD College Catalog (www.tccd.edu) and TCCD Student Handbook (www.tccd.edu/x5521.xml).

If answers to your questions cannot be located in the TCCD catalog, or TCCD Dietetics Handbook, please contact:

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Dietetics Program Mission Statement

The mission of the Dietetics Program is to train and produce competent entry-level nutrition and dietetic technicians to meet the increased nutritional needs of the community and the demand of the workforce.

Accreditation / Credentialing

Dietetic Technician Program

The Dietetic Technician Program at TCCD is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates of the TCC Dietetic Technician Program are eligible to take the national Registration Examination for Nutrition Dietetic Technicians through the Commission on Dietetic Registration (CDR). Those who pass the examination and maintain continuing education requirements may use the title “Nutrition and Dietetic Technician, Registered” (NDTR or DTR), recognized throughout the United States.

Accreditation Council for Education in Nutrition and Dietetics (ACEND)
120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995
Phone 1-800-877-1600 ext 5400
Email: acend@eatright.org or visit www.eatright.org/ACEND/

Commission on Dietetic Registration (CDR)

Credentialing Agency for the Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995
Toll Free: 800-877-1600 Ext. 5500, Fax: 312-899-4772
E-mail: cdr@eatright.org or visit www.cdrnet.org/

Dietary Manager Program

The Dietary Manager Program at TCCD is an approved Training Program through the Association of Nutrition & Foodservice Professionals (ANFP). Graduates of the TCC Dietary Manager Program are eligible to take the Certified Dietary Manager, Certified Food Protection Professional (CDM®|CFPP®) exam.

Certifying Board for Dietary Managers
Association of Nutrition & Foodservice Professionals
406 Surrey Woods Drive, St. Charles IL, 60174
Phone 800.323.1908 | Fax 630.587.6308 | www.ANFPonline.org

**Tarrant County College-Southeast Campus
Program Offerings**

Special Admission Programs

Dietary Manager Program (21 credits)

Dietetic Technician Program (60 credits)

Deadline to submit all application materials:

Fall Admission: May 1st

Spring Admission: December 1st

Open Admission Programs

Healthy Meal Planning Occupational Skills (9 credits)

Nutrition Specialist I Certificate (16 credits)

Food and Nutrition Coach Certificate (44 credits)

Section 1:

Dietary Manager Program



Approved Training Program/ Credentialing

The Dietary Manager Program at TCCD is an approved training program through the Association of Nutrition & Foodservice Professionals (ANFP).

Graduates of the TCC Dietary Manager Program are eligible to take the Certified Dietary Manager, Certified Food Protection Professional (CDM®|CFPP®) exam.

- A Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) has passed a nationally recognized credentialing exam offered by the Certifying Board for Dietary Managers. Continuing education is required to maintain these credentials.
- A Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) has the education, training, and experience to competently perform the responsibilities of a nutrition and foodservice professional and has proven this by passing a **nationally-recognized credentialing exam** and fulfilling the requirements needed to maintain certified status. The CDM, CFPP also demonstrates specific competency in the area of food protection and sanitation. Most work in healthcare environments such as Continuing Care Retirement Communities (CCRC), nursing homes and hospitals.

Certifying Board for Dietary Managers

Association of Nutrition & Foodservice Professionals

406 Surrey Woods Drive, St. Charles IL, 60174

Phone 800.323.1908 | Fax 630.587.6308 | www.ANFPonline.org

Pathways to Become a Certified Dietary Manager (CDM)

Pathway 1: for candidates who have graduated from an ANFP-approved dietary manager training program (Tarrant County College-Southeast campus). You must submit a copy of your certificate of course completion, or your name must appear on the official graduate listing that is sent to ANFP by Tarrant County College Southeast campus Dietary Manager Program Director by the application deadline.

Pathway 2: for candidates who hold a two-year or four-year college degree in foodservice management or nutrition, or a related degree such as culinary arts or hotel restaurant management. Please submit a copy of your transcripts with your exam application to ANFP.

Pathway 3: for graduates of a state-approved or other approved 90-hour foodservice course, who also have two years of institutional foodservice management experience. If applying under Pathway 3, you must submit Employment Information Form with your exam application to ANFP. Form is available at: www.anfponline.org/Docs/examApp_Path3.pdf.

Pathway 4: for current and former members of the U.S. military who have graduated from an approved military dietary manager training program and have attained the grade of E-5. You must submit to ANFP your documentation of military training and pay grade when applying under Pathway 4 to determine eligibility. Note that your exam fee may be reimbursable through the Montgomery GI Bill; visit www.gibill.va.gov for information.

TCC Dietary Manager Program

Goals and Outcome Measures

Goal 1:

To graduate competent entry level Dietary Managers who are employable in the workforce.

Outcome:

The pass rate for Dietary Manager graduates taking the registration examination for the first time will be at least 70%, over a five-year period.

Goal 2:

To promote program growth through student retention and recruitment.

Outcome:

To have an average retention rate of 75% for Dietary Manager students enrolled in practicum courses over a five-year period.

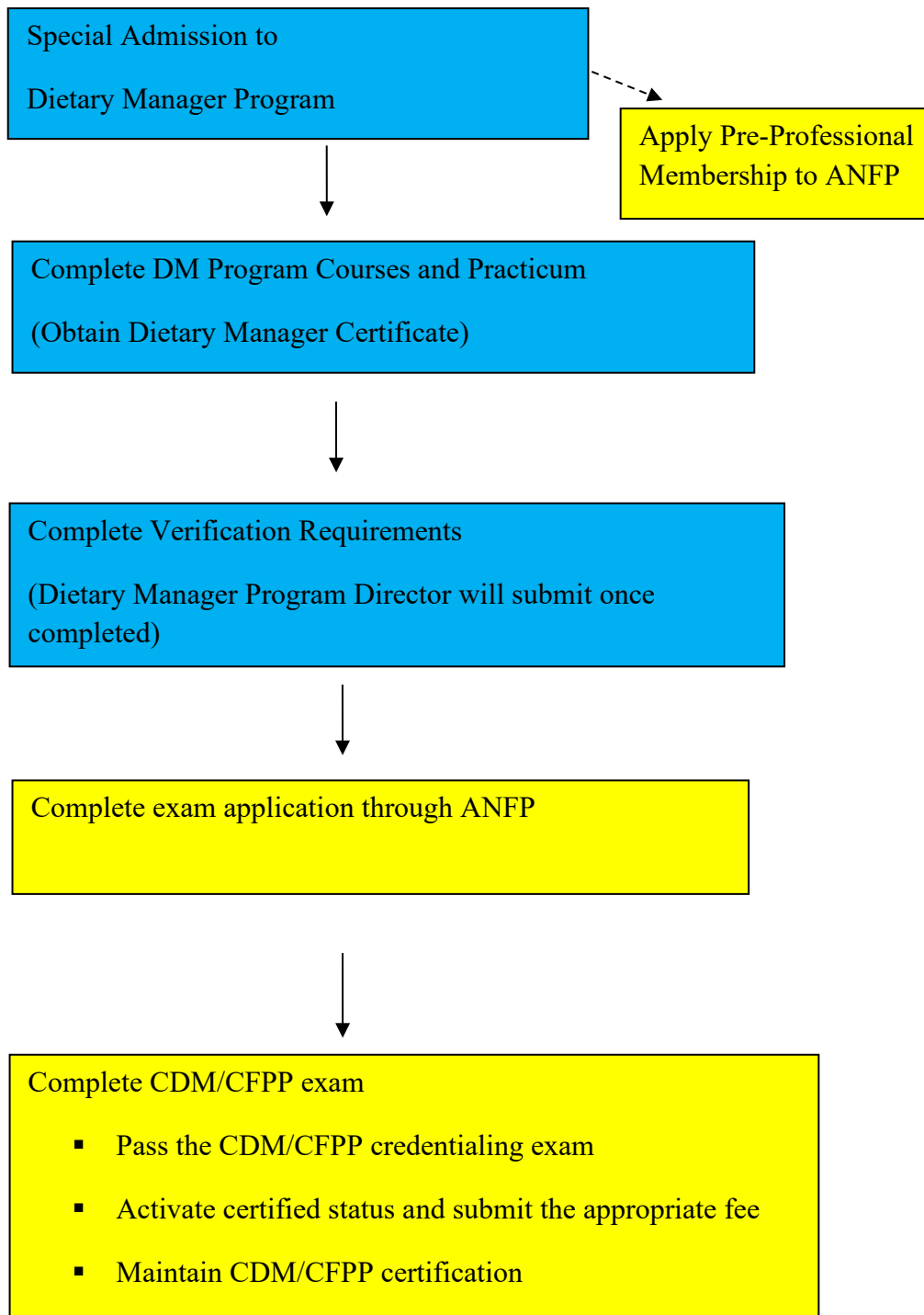
Goal 3:

To provide community service through student and faculty involvement in professional organizations and/or community projects.

Outcome:

Seventy-five percent of students who completed FDNS 1168 will participate in service-learning.

Pathway to Become a CDM at TCCD



Employment

Certified Dietary Manager, Certified Food Protection Professionals (CDM, CFPPs) are nationally recognized experts at managing dietary operations. Many work in healthcare facilities such as nursing homes, rehab facilities, senior living communities, or hospitals. Some work in correctional facilities, schools, and military facilities. Others work for corporations. Certified Dietary Managers are trained and qualified to manage menus, food purchasing, and food preparation; and to apply nutrition principles to patient care, document nutrition information, ensure food safety, and manage work teams.

The CDM, CFPP credentials indicate that these individuals have the training and experience to competently perform the responsibilities of a dietary manager. CDM, CFPPs work together with registered dietitians to provide quality nutritional care for clients.

Employment Outlook

ANFP 2015 Salary and Benefits Survey Results

- The average full-time salary is \$50,766.
- Those with CDM, CFPP credentials continue to earn more than those without them.
- Participants with culinary arts education or a Bachelor's degree earn the highest salaries.
- Benefits most commonly reported by nutrition and foodservice professionals include regular hours, paid vacations, paid holidays, paid sick days, medical insurance, life insurance, vision and dental insurance and 401 K plan.

Typical Working Conditions

Working conditions may include varied hours, long days, and juggling multiple demands. Certified Dietary Managers work with both people and paperwork. They tend to be energetic, results-oriented problem-solvers who thrive on challenge and enjoy teamwork. Employment in food service is not dependent on economic conditions and is growing steadily. The fastest-growing segment of the market is eldercare, an area where the skills of Certified Dietary Managers are essential.

Roles and Responsibilities of CDMs

The CDM, CFPP credentials indicate that these individuals have the training and experience to competently perform the responsibilities of a dietary manager. CDM, CFPPs work together with registered dietitians to provide quality nutritional care for clients and perform the following tasks on a regular basis:

- Conduct routine client nutritional screening which includes food/fluid intake information
- Calculate nutrient intake
- Identify nutrition problems
- Implement diet plans and physicians' diet orders using appropriate modifications
- Utilize standard nutrition care procedures
- Document nutritional screening data in the medical records (i.e. care plans, MDS, etc.)
- Review intake records, do visual meal rounds, and document food intake
- Participate in client care conferences
- Provide clients with basic diet information
- Specify standards and procedures for food preparation
- Continuously improve care and service using quality management techniques
- Supervise preparation and serving of therapeutic diets and supplemental feedings
- Manage a sanitary foodservice environment
- Protect food in all phases of preparation, holding, service, cooling, and transportation
- Purchase, receive, and store food following established sanitation and quality standards
- Purchase, store, and ensure safe use of chemicals and cleaning agents
- Manage equipment use and maintenance
- Develop work schedules, prepare work assignments
- Prepare, plan, and conduct departmental meetings and in-service programs
- Interview, hire, and train employees
- Conduct employee performance evaluations
- Recommend salary and wage adjustments for employees
- Supervise, discipline, and terminate employees
- Supervise business operations of dietary department
- Prepare purchase specifications and orders for food, supplies, and equipment
- Develop annual budget and operate within budget parameters
- Develop and implement policies and procedures

Dietary Manager Program Admission Criteria

- Have a TCC Student Identification Number
- Completed the following courses with a “B” or better within the last five years
 - FDNS 1103 Introduction to Dietetics
 - HECO 1322 Nutrition and Diet Therapy

Program Requirements

- Students accepted into the program must undergo and receive a clear criminal background check and negative substance abuse screening upon request and prior to starting practicum rotation. Student with a felony charges within the last 10 years is unlikely to get a placement in school or clinical settings. Students must also meet the physical requirements of the practicum. Inability to meet the physical requirements may affect practicum placement and performance evaluation. Student must have reliable transportation to and from practicum site. Criminal background check and/or drug screening. Students interested in enrolling in practicum must submit a practicum petition by the deadline and receive a granted petition prior to registering.
- Students not enrolled in dietetic courses for two consecutive semesters will be removed from the program.
- Students must complete all courses with a “C” or better.

Dietary Manager Program Requirements

To become a **Certified Dietary Manager, Certified Food Protection Professional (CDM®|CFPP®)**, the students must successfully complete the (1) coursework and (2) supervised practice (practicum) requirements in order to obtain the CDM certificate. Upon completion of the (3) verification requirements, students are eligible sit for the Certified Dietary Manager, Certified Food Protection Professional (CDM®|CFPP®) exam.

Students must complete both Coursework and Practicum Requirements.

1. Coursework Requirements

First Year First Semester

Rubric	Course Number	Course Title	Semester Hours
FDNS	1103	Introduction to Dietetics	1
HECO	1322	Nutrition and Diet Therapy	3
FDNS	1370	Principles of Food Prep; or CHEF 1301	3
CHEF	1305	Sanitation and Safety*; or BIOL 2420	3

First Year Second Semester

DITA	1300	Dietary Manager I*	3
DITA	1301	Dietary Manager II*	3
IFWA	2446	Quantity Procedures*	4

Second Year First Semester

FDNS	1168	Practicum: Dietetics/Dietitian (Capstone)	1
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Total Semester Hours	21
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- Students must complete all courses with a “C” or better.

* Students be TSI Met in Non-Algebraic Math pathway prior to taking this course.

Dietary Manager Program Requirements (cont.)

2. Supervised Practice (Practicum) Requirements

Practicum hours are mandated by the **Association of Nutrition and Foodservice Professionals (ANFP)** and are necessary for successful completion of the Dietary Manager Program. ANFP requires a minimum of 150 hours of supervised field experience be completed by each student for program completion. Of the 150 hours, at least 25 hours must be directly supervised by a Registered Dietitian. Students are required to sign in and out on a Time-log sheet. The course instructor will provide these forms.

Practicum provides supervised practice experience in real life situations. Students are required to complete 1 practicum course with a minimum of 150 hours. Student placements are determined by instructor and depending on the availability of preceptors and supervised practice facilities. All supervised practice facilities must have qualified preceptors, meet program requirements and have a current affiliation agreement with TCCD. Practicum students are not employees and do not receive compensation from the facility.

Strict attendance in supervised practice courses is necessary to satisfactorily accomplish the objectives of the courses, and in order to avoid detracting from or interrupting the ongoing work of the facility. Make-up work is often difficult to schedule for the student, the facility and the instructor.

Practicum Hours

Students must complete a minimum of 14-16 hours a week. Typical practicum hours are on Wednesday and Friday starting between 6:00 am – 8:00 am. Some facilities may require earlier or later hours depending on hours of operation. Students are required to coordinate arrival time with preceptor. Student must be flexible with schedule to complete field experience hours. Students must be available for practicum during practicum hours, have reliable transportation and be flexible with site placement. For additional requirements, please see Supervised Practice Requirements.

3. Verification Requirements

In order to take the credentialing examination to become a **Certified Dietary Manager, Certified Food Protection Professional (CDM®|CFPP®)**, graduates of the CDM certificate must first be verified by the Dietary Manager Program Director. Students must meet the following verification requirements to have information sent to ANFP to sit for credentialing exam.

- Successfully completed all 20 credit CDM certificate courses with a C or better.
- Must receive satisfactory evaluation on core competencies by preceptors
- Attend Dietary Manager Program exit meeting during the last two weeks of class (during last semester) to complete appropriate paperwork for submission to ANFP.

TCCD Dietary Manager Program

Estimated Cost of Completion

In County Tuition	\$ 1,344
Books	\$ 1,000
Uniforms and Shoes	\$ 250
Background check and Drug screen	\$ 80
Finger printing	\$ 40
Compliance Tracker	\$ 25
Professional Organization membership	\$ 64
Application for Licensure Exam	\$ 400
CPR Certification	\$ 50
	\$ 3,253

Scholarships and Financial Assistance

For students in need of financial aid, pamphlets and applications describing all programs of financial assistance at TCC are available through the Financial Aid Office. The following scholarships are available specifically for dietary manager students as the Association of Nutrition & Foodservice Education Foundation. Please contact the organizations for eligibility requirements and application deadlines.

Nutrition & Foodservice Education Foundation Scholarships <http://www.nfefoundation.org/>

- 1. Student Scholarship:** Scholarships will be awarded to students accepted into or currently enrolled in an ANFP-Approved Training Program www.anfp-online.org/Training/programs.shtml . In addition to the \$250 award toward the student's school program costs, the Nutrition & Foodservice Education Foundation (NFEF) will also cover the certification exam registration fee cost for any scholarship recipient who goes on to take the exam. Scholarship Amount: \$250 program & \$399 exam fee; Application Deadline: June 1
- 2. CDM Exam Only Scholarship:** Scholarship will cover the cost of the exam; the Foundation staff will confirm scholarship recipients with ANFP exam services staff. Any other exam-related costs will be the responsibility of the applicant. The applicant must register for the exam within 90 days of receiving their scholarship. Scholarship Amount: \$399 exam fee; Application Deadline(s): March 1, June 1, September 1, December 1.

Section 2:
Associate in Applied Science (AAS)
Dietetic Technician Program



Dietetic Technician Program

Mission, Goals and Outcome Measures

(Standard 3)

The mission of the Dietetic Technician Program is to train and produce competent entry-level nutrition and dietetic technician to meet the increased nutritional needs of the community and the demand of the workforce. (Std. 3.1)

Goal #1 –Program graduates will demonstrate knowledge and skills as entry level dietetics professionals.

- a. Program Completion: At least 80% of students enrolled in the Dietetic Technician Program will complete the program in the following specified time frames: 36 months for full-time students, and 72 months for part-time students. (Std. 3.3.2.1)
- b. Graduate Performance: The program's one-year pass rate on the CDR credentialing exam for nutrition and dietetic technicians is at least 70%. (Std. 3.3.2.3.b)
- c. Graduate Performance: 50% of graduates will take the CDR credentialing exam for nutrition and dietetic technicians within 12 months of program completion. (Std. 3.3.2.3.a)
- d. Program Specific: Eighty percent of graduates who completed the graduate survey will agree or strongly agree that the Dietetic Technician Program provides adequate teaching and training to become a competent Dietetics professional. (Std. 3.3.1)

Goal #2 – Program graduates will successfully obtain employment in dietetics or related field.

- a. Program Specific: Eighty percent of graduates who completed the graduate survey will agree or strongly agree that TCC Dietetic Technician Program provides adequate preparation for a job interview. (Std. 3.3.1)
- b. Graduate Employment: Of graduates who seek employment, 70% are employed in nutrition and dietetics or related field within 12 months of program completion. (Std. 3.3.2.2)
- c. Employer Satisfaction: Eighty percent of the graduates will be rated by their employers as having satisfactory or higher as an entry-level Dietetics professional. (Std. 3.3.4)

Note: Program outcomes data are available upon request.

Pathways to Become a Nutrition Dietetic Technician, Registered (NDTR)

Nutrition Dietetic Technicians, Registered, (NDTR) are professionals with education and training in food and nutrition. The following are requirements from the Academy of Nutrition and Dietetics to become a Nutrition Dietetic Technician, Registered (NDTR).

- Completed at least a two-year associate degree at a US regionally accredited college or university.
- Completed a dietetic technician program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics to become a Nutrition Dietetic Technician, Registered, (NDTR), including 450 hours of supervised practice experience (practicum) in various community programs, health-care and food service facilities. OR Bachelor of Science degree with an ACEND-accredited Didactic or Coordinated program.
- Passed a national examination administered by the Commission on Dietetic Registration (CDR).
- Completed accrued 50 hours of approved continuing professional education over five-year period.
- Complied with the Professional Development Portfolio (PDP) recertification requirements.

Employment

Dietetic Technicians may work in nutrition services or dietary departments of health care facilities, or as managers in food service operations. Since dietetic technician positions were introduced, dietetic technician(s) and dietitian(s) frequently function as teams, with the dietetic technician performing the daily management or lower-risk nutrition care functions, and the dietitian assuming administrative or higher risk clinical patient care responsibilities.

The majority of dietetic technicians in the Dallas Fort-Worth areas work in hospitals. Other employers include nursing homes, residential and long-term care facilities, public health nutrition programs, nutrition programs for the elderly, weight management centers, child nutrition and school lunch programs, food service management firms, and health & fitness centers. Dietetic technicians are encouraged to explore employment opportunities in management, menu planning, quality improvement and private consultation for the public food service sector (i.e. hotels, restaurants, fast food, cafeterias.)

Employment Outlook

Graduates of TCCD's Dietetic Technician Program have experienced success in finding satisfactory employment in the field. A small number of graduates in relation to the community's needs have typically resulted in the acquisition of employment prior to graduation or shortly thereafter. The professional contacts made while participating in supervised practice courses create opportunities as employers are able to directly assess the competency of the student prior to making employment decisions. In addition, students have the opportunity to work with people who can provide valuable references as the student or graduate begins to seek employment.

The U. S. Bureau of Labor Statistics Employment projects the field for dietitians and nutritionists to grow 16 percent from 2016 to 2026. In recent years, interest in the connection between food and nutrition and health and wellness has increased, particularly as a part of preventive healthcare in medical settings. Fast growth is expected in nursing homes, residential care facilities, and physician clinics.

According to *2017 Compensation and Benefits Survey of the Dietetics Profession*, median cash compensation for NDTRs employed in the position full time for at least one year is \$45,400. Hourly wages for fulltime employees with at least one year of experience range from \$14 - \$31. Salary levels vary with region, employment setting, geographical location, scope of responsibility and supply of NDTRs. Typical entry salary in the DFW areas is about \$13- \$16/hour.

Roles and Responsibilities of NDTRs

NDTRs are integral part of the health care team in Clinical, Community and Food Service. The duties of the dietetic technicians vary depending on the work setting, but often include functions such as the following:

Clinical

NDTRs work under the supervision of RD to screen and assess patients in hospital and nursing homes. Typical duties include

- Perform nutrition screening
- Collect dietary intake
- Calculate nutrients intake
- Assess patient nutrition status
- Modify menus to meet special dietary needs
- Counsel patients on specialized meal plans
- Monitor patient's nutrition status
- Attend interdisciplinary team conferences

Community

NDTRs promote nutrition and wellness in a variety of settings including government meal programs, WIC, Headstart centers, schools, fitness centers, afterschool programs, community events, food companies, nutrition software companies and assist private practice Registered Dietitian. Typical duties include

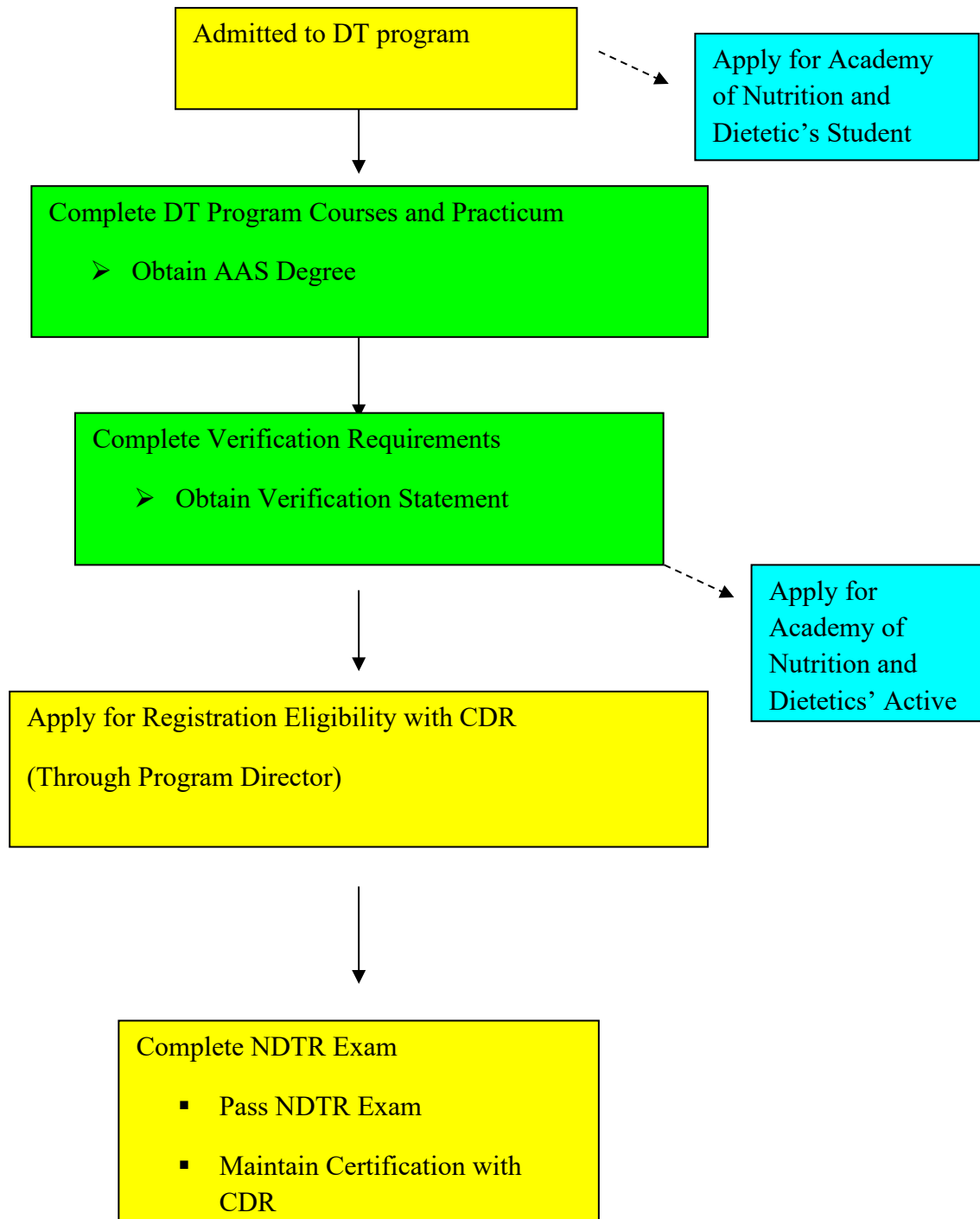
- Plan and develop lesson plan
- Present nutrition information to a variety of audience
- Plan health and nutrition promotion programs or events
- Develop nutrition education materials
- Promote or market nutrition messages or products
- Assess nutrition education needs of clients

Dietary Management

NDTRs manage food service facilities for nursing homes and hospital. Typical duties include

- Supervise food production and food service employees
- Purchase and maintain inventory
- Plan and modify menus to meet special dietary needs
- Forecast production needs
- Maintain compliance to safety and sanitation guidelines
- Evaluate and improve customer satisfaction

Pathway to Become a NDTR at TCCD



Adapted from www.eatright.org

Admission Criteria for AAS Degree in Dietetic Technician

Deadline to submit all application materials: **Fall Admission: May 1st**

Spring Admission: December 1st

- Have a TCC Student Identification Number
- Completed the following courses with a “B” or better within the last five years.
 - FDNS 1103 Introduction to Dietetics (1 Credit Hours)
 - HECO 1322 Nutrition and Diet Therapy (3 Credit Hours)

Note:

Students enrolled in FDNS 1103 and HECO 1322 may apply to the Dietetic Technician program prior to course completion. However, students will not be admitted to the program until the course grade is published on student’s transcript.

Students interested in applying to the Dietetic Technician Program may also register for the following courses prior to being accepted into the Dietetic Technician Program.

FDNS 1103 Introduction to Dietetics	(1 Credit Hours)
HECO 1322 Nutrition and Diet Therapy	(3 Credit Hours)
FDNS 1370 Principles of Food Preparation	(3 Credit Hours)
FDNS 1371 Child Nutrition and Programs	(3 Credit Hours)
CHEF 1205 Sanitation and Safety	(2 Credit Hours)

or any of the required general classes.

Selection Criteria

A selection committee reviews the applications and selects those applicants based on the Applicant Score. There is no minimum GPA requirement. Thirty students will be selected each semester.

Applicant Score = Grade Point Average of Dietetics Courses completed within the last five years+ bonus points

Bonus points are assigned based on the following criteria.

- Work or voluntary experience in the field of dietetics and healthcare within the last seven years (Only verified experience within the last 7 years will be awarded bonus points.)
- Prior Associate, Bachelor or Graduate’s degree (Official Transcript required)
- Final Grade in Dietetics and Anatomy & Physiology Courses within last 5 years (Official Transcript required)

Course Work and Curriculum

The Dietetic Technician Program at TCCD is an Associate in Applied Science degree program which consists of 60 semester hours.

Approximately two thirds of the required courses are specialized (related specifically to dietetics subject matter) and are offered only on the Southeast Campus; approximately one-third of required courses are general academic subjects and are offered on any of the four TCCD campuses.

Full-time students who enter in a fall semester and who follow the course sequence outlined may complete the Dietetic Technician Program in two to three years. Required courses are listed in the order recommended for full-time students who begin in a fall semester. Most classes are offered during the day with a few offered in the evening. Several of the Dietetic Technician specialized courses are offered once a year, therefore, it is very important for students to work closely and carefully with an advisor to prevent significant delays in program completion. The entire program cannot be completed by attending only evenings.

Part-time students or those who enter in a spring or summer semester will take longer to complete the program. Part-time students should begin schedule planning early but should remain as flexible as possible.

Some courses have prerequisite or concurrent enrollment requirements and/or recommendations that also affect scheduling. The TCCD Catalog specifies course prerequisites and concurrent enrollment requirements. Please refer to Appendix B for course sequencing and prerequisite/concurrent enrollment requirements.

Graduates of the TCC Dietetic Technician Program are eligible to take the national Nutrition Dietetic Technician, Registered, credentialing examination administered by the [Commission on Dietetic Registration \(CDR\)](#). Those who pass the exam and maintain continuing education requirements may use the title **Nutrition Dietetic Technician, Registered (NDTR or DTR)**, which is recognized throughout the United States.

Dietetic Technician Program Requirements

Students must successfully complete the coursework, supervised practice (practicum) and verification requirements in order to earn the A.A.S. Degree in Dietetic Technician and to take the NDTR credentialing examination.

1. Coursework Requirements

Prerequisite Courses

FDNS 1103 Introduction to Dietetics	1 Semester Hour
HECO 1322 Nutrition and Diet Therapy	3 Semester Hours

First Year First Semester

Rubric	Course Number	Course Title	Semester Hours
FDNS	1370	Principles of Food Preparation	3
CHEF	1305	Sanitation and Safety; or BIOL 2420	3
DITA	1300	Dietary Manager I **	3
DITA	1301	Dietary Manager II**	3
FNDS	1371	Child Nutrition and Programs	3

First Year Second Semester

FDNS	1309	Nutrition in Community	3
FNDS	1346	Medical Nutrition Therapy II	3
IFWA	2446	Quantity Procedures**	4
FDNS	1168	Practicum: Dietetics/Dietitian	1
BIOL	2401	Anatomy and Physiology I	4

Summer

SPCH		1311, 1315, or 1321	3
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Second Year First Semester

FDNS	1341	Nutrition in Life Cycle	3
FDNS	1447	Medical Nutrition Therapy III	4
ENGL	1301	English Composition I	3
BIOL	2402	Anatomy and Physiology II	4
FDNS	2168	Practicum: Dietetics/Dietitian	1

Second Year Second Semester

FDNS	2300	Food Management Systems	3
FDNS	2170	Seminar in Dietetics	1
FDNS	2169	Practicum: Dietetics/Dietitian (Capstone)	1
PSYC	2301	Introduction to Psychology or SOCI 1301	3
		Total Semester Hours	60

* Student must complete the Prerequisite Courses with a 'B' or better.

** Students be TSI Met in Non-Algebraic Math pathway prior to taking this course.

Note: All DITA, FDNS, HECO and IFWA courses with a "C" or better to graduate from the Dietetic Technician Program. FDNS 1346 and FDNS 1447 must be completed within five years from graduation.

2. Supervised Practice (Practicum) Requirements

Practicum hours are mandated by *Accreditation Council for Education in Nutrition and Dietetics* (ACEND) and are necessary for successful program completion. ACEND requires that a minimum of 450 hours of supervised practice be completed by each student for program completion. The 450 hours are divided among the 3 Practicum courses. Students are required to sign in and out on Practicum timesheet. The course instructor will provide these forms.

Practicum provides supervised practice experience in real life situations. Students are required to complete 3 practicum courses with a minimum of 150 hours for each practicum. Full-time students typically start their practicum rotation on the second or third semester with a practicum for each of the following semester. Part-time students typically complete the practicum during the last three semesters prior to graduation.

Student placements are determined by instructor and depending on the availability of preceptors and supervised practice facilities. All supervised practice facilities must have qualified preceptors, meet program requirements and have a current affiliation agreement with TCCD. Practicum students are not employees and do not receive compensation from the facility. Supervised practice sites are typically within 60 miles of TCC SE campus.

Strict attendance in supervised practice courses is necessary to satisfactorily accomplish the objectives of the courses, and in order to avoid detracting from or interrupting the ongoing work of the facility. Make-up work is often difficult to schedule for the student, the facility and the instructor.

Students must complete a minimum of 14-16 hours a week. Typical hours are on Wednesday and Friday from 8am-5pm. Some facilities may require earlier or later hours depending on hours of operation. Students must be available for practicum during practicum hours, have reliable transportation and be flexible with site placement. Students are typically placed within 60 miles of TCC SE campus.

3. Verification Requirements

In order to take the credentialing examination to become a Nutrition Dietetic Technician, Registered (NDTR), graduates of the Dietetic Technician Program must first be verified by the program director. Students must meet the following verification requirements to receive verification statement from the program director.

- Successfully completed all dietetic courses (DITA, FDNS, HECO, and IFWA) with a C or better
- A minimum of cumulative GPA of 2.0
- Must receive satisfactory evaluation on core competencies by preceptors
- Must receive satisfactory performance (70% or better) on all CNDT assessments
- Attend exit interview during the last two weeks of class to complete appropriate paperwork for submission to the CDR.
- Graduated with an AAS degree

- Student must pass a NDTR Competencies Exit Exam based on a 70% pass/fail grading system
 - Students must arrange to take the NDTR Competencies Exit Exam prior to graduation.
 - Students are given three trials to obtain 70% or more in the exit examination.
 - Students must pass the exit exam within a one-year time frame.
 - After the one-year time frame, students must retake the exit exam and pass with an 70% to be verified.
 - Students must meet all verification requirements within 12 months post-graduation.
 - After passing the exit exam, if the student did not graduate within one year, the student must retake the exit exam and obtain 70% or more in all three sections of the examination.
 - If a student fails on the second attempt, the student is required to meet with the program director to determine further coursework needed based on the needs of the student within a designated time frame as outlined by the program director.
 - After the completion of the courses as specified, the student will be allowed one final opportunity to retake the Dietetic Technician Program exit examination. The student must with a 70% or better to be verified by the program director.
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- ❖ At the discretion of the program director, students may repeat a maximum of four CNDT assessments or complete alternate assignments to meet the competency requirements within a designated time frame.
 - ❖ Students who decline to take the NDTR Competencies Exit Exam or did not pass the exam will not receive a verification statement to take the NDTR certification examination by CDR.
 - ❖ Students who met all verification requirements will be eligible to sit for the national NDTR (Nutrition Dietetic Technician, Registered) credentialing examination.

Additional Requirements

Students accepted into the program must undergo and receive a clear criminal background check and negative substance abuse screening upon request and prior to starting practicum rotation. Student with a felony charges within the last 10 years is unlikely to get a practicum placement or obtain employment in the field of dietetics. Students must also meet the physical requirements of the practicum. Inability to meet the physical requirements may affect practicum placement and performance evaluation. Student must have reliable transportation to and from practicum site. Students interested in enrolling in practicum must submit a practicum petition by the deadline and receive a granted petition prior to registering.

Special Grade Requirements

Dietetics Course Grade Requirement

In order to assure that students have attained an adequate knowledge base and have demonstrated skills sufficient to deliver nutrition services and dietary management functions upon graduation,

- A minimum grade of B is required in FDNS 1103 and HECO 1322 for Dietetic Technician program admission.
- a minimum grade of C is required in DITA, FDNS, HECO and IFWA courses in order to progress to the next course(s) in sequence and to be verified to take the national NDTR exam.

Medical Nutrition Therapy Course Requirements

- FDNS 1346 Medical Nutrition Therapy II and FDNS 1447 Medical Nutrition Therapy III must be completed within 2 years with a C or better from start of clinical practicum.
- FDNS 1346 Medical Nutrition Therapy II and FDNS 1447 Medical Nutrition Therapy III must be completed within 5 years from graduation.

Practicum Course Requirement

- Students are required to complete a minimum of 150 hours to receive a “C” or better grade in practicum course.
- All students must complete a minimum of 450 supervised practice hours.
- Students must receive satisfactory evaluation from preceptors.

Length to Program Completion

Students are highly encouraged to complete the program within 36 months for full-time students, and 60 months for part-time students. Students are given five years to complete courses listed in their degree plan at Tarrant County College. After five years, students are required to switch to a more recent catalog year and meet the new catalog requirements. Students not previously accepted to the Dietetic Technician Program through Special Admission Process must apply to switch to the current catalog. Students not enrolled in Dietetics Courses for 2 consecutive semesters will be removed from the program.

For graduation, the total number of credit hours shall be at least 60 with a minimum cumulative grade point average of 2.0.

Assessment of Competency

Students are required to demonstrate satisfactory performance on the assessments of the following competencies with a 70% or better. The assessment of the CNDTs will take place in several courses within the dietetics curriculum. Students must meet the competency requirements to be verified to take the NDTR exam.

Domain 1: Scientific and Evidence Base of Practice: general understanding of scientific information and research related to the dietetic technician level of practice
CNDT 1.1: Access data, references, patient education materials, consumer and other information from credible sources.
CNDT 1.2: Evaluate information to determine if it is consistent with accepted scientific evidence.
CNDT 1.3: Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria.
CNDT 1.4: Implement actions based on care plans, protocols, policies and evidence-based practice.
Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the dietetic technician level of practice
CNDT 2.1: Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics.
CNDT 2.2: Use clear and effective oral and written communication.
CNDT 2.3: Prepare and deliver sound food and nutrition presentations to a target audience.
CNDT 2.4: Demonstrate active participation, teamwork and contributions in group settings.
CNDT 2.5: Function as a member of interprofessional teams.
CNDT 2.6: Refer situations outside the nutrition and dietetics technician scope of practice or area of competence to a registered dietitian nutritionist or other professional.
CNDT 2.7: Participate in professional and community organizations.
CNDT 2.8: Demonstrate professional attributes in all areas of practice.
CNDT 2.9: Show cultural competence in interactions with clients, colleagues and staff.
CNDT 2.10: Perform self-assessment and develop goals for self-improvement throughout the program.
CNDT 2.11: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CNDT 2.12: Participate in advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
CNDT 2.13: Practice and/or role play mentoring and precepting others.
Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations at the dietetic technician level of practice
CNDT 3.1: Perform nutrition screening and identify clients or patients to be referred to a registered dietitian nutritionist.
CNDT 3.2: Perform specific activities of the Nutrition Care Process as assigned by registered dietitian nutritionists in accordance with the Scope of Nutrition and Dietetics Practice for individuals, groups and populations in a variety of settings.
CNDT 3.3: Provide nutrition and lifestyle education to well populations.

CNDT 3.4: Promote health improvement, food safety, wellness and disease prevention for the general population.
CNDT 3.5: Develop nutrition education materials for disease prevention and health improvement that are culturally and age appropriate and designed for the educational level of the audience.
CNDT 3.6: Perform supervisory functions for purchasing, production and service of food that meets nutrition guidelines, cost parameters and health needs.
CNDT 3.7: Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals.
Domain 4: Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations
CNDT 4.1: Participate in quality improvement and customer satisfaction activities to improve delivery of nutrition services.
CNDT 4.2: Perform supervisory, education and training functions.
CNDT 4.3: Use current nutrition informatics technology to develop, store, retrieve and disseminate information and data.
CNDT 4.4: Participate in development of a plan for a new service including budget.
CNDT 4.5: Implement and adhere to budgets.
CNDT 4.6: Assist with marketing clinical and customer services.
CNDT 4.7: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment

Transfer of TCCD Credits to a Four-Year University

Students planning to transfer TCCD course work to another college or university should contact the Dietetic Technician Program Director and the transfer institution to determine its transfer policy. The decision to accept TCCD courses in transfer and/or to apply those courses to individual degree plans is made by the receiving institution. Core courses required for a dietetic technician degree at TCCD apply toward a bachelor's degree in dietetics at area senior colleges or universities. Several dietetic technician specialized courses may not transfer as equivalent to baccalaureate specialized courses in dietetics. For a list of ACEND accredited Dietetics Program, please visit <https://www.eatrightpro.org/acend/accredited-programs/accredited-programs-directory>.

TCCD Dietetic Technician Program Estimated Cost of Completion

In-County Tuition	\$ 3840
Books	\$ 3000
Uniforms and Shoes	\$ 250
Background check and drug screen	\$ 200
Finger Printing	\$ 40
Compliance Tracker	\$ 25
Professional Organization membership	\$ 65
Application for Credentialing Exam	\$ 120
CPR Certification	\$ 50
Total	\$ 7590

Scholarships and Financial Assistance

For students in need of financial aid, pamphlets and applications describing all programs of financial assistance at TCC are available through the Financial Aid Office. In addition, scholarships are frequently available through professional organizations, such as The American Dietetic Association, and the Texas Dietetic Association. The following scholarships are available specifically for dietetics students. Please contact the organizations for eligibility requirements and application deadlines.

- [Academy of Nutrition and Dietetics](#)
- [Texas Academy of Nutrition and Dietetics](#)
- [Cristella's Memorial Scholarship](#)
- [Margaret Schilling's Memorial Scholarship](#)
- Tarrant County Medical Society

Section 3:
Supervised Practice Guidelines

SUPERVISED PRACTICE (PRACTICUM) GUIDELINES

Supervised practice courses involve student placement in various hospitals, health care facilities, schools and community agencies throughout the North Texas area to complete planned learning activities to meet course outcomes. Students are required to demonstrate competency, exhibit professionalism, and meet all course learning outcomes during the supervised practice. Student must complete all prerequisites and submit a practicum petition packet by the practicum petition deadline for practicum course enrollment.

Student placement is based on consideration of course learning outcomes, facility availability, affiliation agreement status, and student performance. All supervised practice sites must have a current agreement with Tarrant County College district, with the exception that site being part of the Tarrant County College District. Facilities interested in being a supervised practice site are required to sign an affiliation agreement with TCCD and designate a qualified individual to be the preceptor for the students.

General Guidelines

1. Supervised practice cannot be done:
 - in a facility with which TCCD does not have a training agreement or
 - during a time when responsible facility supervision is not available.
2. The amount of time allowed for meals and breaks will be determined depending on specific facility schedules. Students may take their meal with them or purchase at the cafeteria.
3. Smoking or chewing gum is not permitted in the facility except during breaks in designated areas. Follow smoking policy per facility guidelines.
4. Take paper, pencils, copies of assignments, and any reference materials needed when reporting for supervised practice. No other college related activities should be taken into the facilities.
5. All communications should be positive and reflective of a good attitude. At all times student must remain courteous, tactful and respectful in all communications with clients/patients, administrators, hospital and kitchen staff and their site supervisor. Critique or complaints concerning the facility should be discussed with the instructor for appropriate solution. Student should always exhibit concern for the welfare of the facility, its clients/patients and staff.
6. Students may not request any compensation for supervised practice work.
7. Students whose conduct interferes with the on-going operations of a facility, or is not consistent with facility/college policy, or is unsafe, may be withdrawn from a supervised practice course.
8. Illness or injury occurring during supervised practice courses must be reported to the facility supervisor and the instructor. Documentation or Injury Report Form is to be completed and submitted to the Program Director. Emergency treatment may be available at the facility, however expenses incurred are the responsibility of the student. (TCCD does not provide student health care insurance.)
9. Dietetics students must follow dress code and general appearance guidelines while participating in supervised practice activities. See Guidelines on Dress Code and Uniform Requirements.
10. In addition, every student is required to become familiar with specific facility policies and procedures. This includes policies related to the maintenance of a drug free work environment, and

policies related to the prevention of spread of infectious diseases. Different facilities may have policies or standards that differ from those outlined in this manual. In these cases, the student is expected to observe the stricter policy.

Confidentiality and Patients' Rights

During field experience courses the Dietetics students are entrusted with information of an intimate nature. Students are required to maintain confidentiality of information from medical records, employee records, and financial records must be maintained. Confidentiality in discussion in classrooms or at clinical sites is also essential. All students are required to comply with HIPAA. Students must aware of Patients' Rights, which are included in the Texas State Code for Hospitals and Nursing Facility Operations. Confidentiality and respect are key components of this portion of the Code.

For additional information, please see Code of Ethics for the Certified Dietary Manager, Code of Ethics for the Profession of Dietetics and Patient's Bill of Rights.

Documentation of Supervised Practice Hours

Students are to complete a minimum of 150 hours in each practicum. Time for completing assignments other than at the assigned facilities does not count towards the 150 hours. All practicum hours must be documented using the approved practicum timesheet.

All supervised practice must be documented in writing:

- Students must document time in and time out using Daily Practicum Timesheet.
- Time on the timesheet is to be recorded in ¼ hour increments.
- Lunch breaks do not count for practicum hours.
- Time must be added correctly on the time sheets.
- Timesheet must be signed by the site supervisor, an authorized alternate person, or the practicum course instructor to verify contact hours at the facility.
- Time sheets should be signed daily by the site supervisor. Failure to obtain a signature for a supervised practice day should be discussed with the instructor during the weekly class meeting following the supervised practice day.
- Each week, students are to record total practicum work hours for the week on the Time Log Form.
- All entries should be in blue or black ink and all handwriting should be neat and legible. (Entry using pencil is not accepted)
- Time sheets are due weekly at the beginning of practicum class for the previous week.
- Students are required to complete their time sheet and weekly summary prior to class. It is the student's responsibility to turn in the timesheet in the event of absence.
- There will be a 10% late penalty per calendar day on any time sheet turned in late after class.

Practicum Attendance Policy

- Attendance at the specified time in your assigned facility is mandatory. Students are expected at each facility from 8:00am – 5:00pm (with an hour lunch break), unless specified by instructor or preceptor of alternate time.
- PUNCTUALITY and attendance are very important. Students are not allowed to leave early except for extenuating circumstances, such as family emergency and illnesses. Please schedule medical or personal appointments around the practicum hours. Students may leave at 4:00pm if lunch break is missed for traveling to off-site assignments.
- Punctuality and attendance will be reflected on the student appraisal form, which in turn will affect the semester grade.

Practicum Absences

- Final grade in the practicum course is affected by student practicum attendance. Students are given two excused absences without affecting the final grade. It is the student's responsibility to turn in assignments and timesheets on time in the event of absences.
- The effect of an absence on your final course average is as follows:
 - Each absence (excused or unexcused) after the first two excused absent will lower your final course average by 5%.
 - Each unexcused absent will lower your final course average by 5%.
 - The final computed average will be adjusted if any absences have occurred as described.
- A valid excuse includes death in immediate family, illnesses, surgeries, emergencies, out of town conference or court appearance.
- Prior scheduled medical appointment, childcare, work related conflicts, etc. is considered unexcused absence.
- Student must provide proper documentation (ex. Doctors note, court appearance form, etc.) for any excused absence occurred during the week by the next class meeting.
- Undocumented absences would count as an unexcused absence. All absences must be made-up.

Illness/Emergency

Attendance at the specified time in your assigned facility is mandatory. Any unexcused absences will be reflected on the final course grade. Being tardy will affect the student evaluations by the preceptors.

In the event that the students will be late or absent due to illness or emergency, the student should:

In the event of an absence, you are to:

1. Immediately phone your facility and tell them you will be absent that day.
2. Then, call or leave a text message for your instructor.
3. Complete a Make-Up Approval Form within 1 week of absence.

Make-Up Approval Procedures

All absences must be made-up at the facility of absence. To make up a missed day at the facility student must:

- a. Discuss the situation with your site supervisor and agree upon a day and time for the make-up day. Make-up day should occur on non-regular practicum days.
- b. Complete a Make-up Approval form and have it signed by site supervisor by the following week after the absence.
- c. The completed form must be given to your instructor prior to making up the work.

Students who are not able to make up at the facility of absence must receive approval from instructor prior to making up time at another facility.

Anticipated Lengthy Absence

In the event of an anticipated lengthy absence (e.g. major illness, surgery, pregnancy, personal problems, etc), each case will be reviewed individually to assess the impact of time lost and the likelihood of completing the course successfully. Lengthy absences may require written documentation by a physician.

Professional Liability Insurance

Student professional liability insurance is provided by the TCCD. It is students' responsibility to perform as entry level dietetics professionals, maintain patient confidentiality, abide dietetics code of ethics, practice within the scope of practice for NDTR, follow the Standards of Performance and Standards of Professional Practice, respect patient rights, follow directions, demonstrate utmost professionalism and maintain communication with Preceptors and instructors.

Liability of Safety

TCCD is not responsible or liable for accidents occurring in travel to and from assigned facilities. Students must be responsible for providing their own transportation and car insurance to and from the supervised practice facilities to which they are assigned. It is important that transportation be reliable. Students are responsible for their own safety in traveling to and from supervised practice sites.

Injury/Accident

In case of accident or injury occurs at the practicum site, report to the site supervisor immediately and contact the instructor. Emergency assistance, if required, may be accessed through the facility, but the cost of emergency care and/or follow-up care is fully the student's responsibility. Students are responsible for providing their own accident/health insurance. Please complete an Injury/Accident Report Form and submit to your instructor ASAP.

Emergency Contact Procedure for Family

Due to the nature of this practicum, students travel to different sites for the supervised practice experience. In case of family needing to contact you for emergency purposes, please designate two persons to be your emergency contacts and provide them a copy of your schedule and the preceptor's contact information. If you need to talk or text on the phone for family emergency, please keep the preceptor informed of your needs. A copy of the schedule and preceptor's contact information will also be provided to the Department of Culinary Arts, Dietetics and Hospitality. Please keep in mind that contact information is for "REAL Emergency" only, please do not have your family member calling the preceptor for personal issues.

Student Replacement of Employees

TCC Dietetic Program students will not routinely replace regular employees at facilities except for in the case of specific professional staff experience that is necessary to complete assigned learning activities.

Physical Requirements

A variety of working conditions exist depending on the type of nutrition care and/or food services provided by the individual employer. Certain physical abilities may be required depending on specific job responsibilities. In many food service management positions or position involves with food demonstration and nutrition presentation, it is essential to have the ability to stand, bend and carry heavy objects.

Supervised practice/practicum courses involve active participation in activities such as quantity food production in institutional kitchens, and the delivery of certain patient nutrition care functions in health care facilities. Inherent in successful performance is the physical ability to:

- lift heavy objects of up to 25 lbs. for women and 35 lbs. for men (i.e., pans of food, cases or bulk-packed food); some activities may involve repetitive lifting (i.e., loading food carts)
- push equipment (i.e., loaded carts or tray racks)
- handle sharp equipment or utensils (i.e., knives, commercial slicers)
- work with hot items (i.e., pans of food, hot surfaces such as grills, steamers and kettles)
- stretch (i.e., putting up or pulling stock, loading or unloading dish machines, assembling food trays)
- stand or sit for long periods of time
- personal transport (i.e., moving between patient rooms, work stations and units which may involve going up and down stairs).
- carry materials (i.e., papers, books, charts, or food items)
- hearing, manual dexterity, speech, and vision (i.e., screening for malnutrition risk, interviewing and teaching individual patients or classes, computer data entry, and medical record documentation)

All students are required to sign a release of College and facility liability in the case of accident or injury before reporting to the facility for the first day (See Waiver and Indemnity Agreement form.)

It is the student's responsibility to notify their instructor of physical limitations that might interfere with meeting course requirements. Students not able to participate in all class activities due to physical disability, injury or limitations will be required to provide a doctor's statement explaining the limitations before going to the facility for the first time. Because the student may be in areas where emergency situations arise, he/she must be able to move quickly in order not to interfere with access of other health care providers. However, nonparticipation, regardless of the reason, may be reflected in the student's performance appraisal.

Required Documentation for Supervised Practice

Students accepted into the program must undergo and receive a clear criminal background check and negative substance abuse screening prior to starting practicum courses. In addition, students are required to meet physical requirements and Dietetics Program immunization requirements, and provide proof of CPR Basic Life Support, ServSafe Manager Certification, and valid Texas driver license prior to starting practicum rotation.

Criminal Background Check and Drug Screening

Students must undergo and pass a criminal background check and drug screening prior to start of Practicum classes. These screenings will be administered through the Castlebranch at the student's expense. There are no exceptions. Student with previous criminal background is unlikely to receive practicum placement or employment within the field of dietetics.

Immunization Requirements

The [Texas Administrative Code](#) (TAC) requires all students in health related programs to be **immunized prior to enrollment** in classes where patient contact is a component. The following vaccines are required by supervised practice sites. Students who are pursuing Dietary Manager certificate, Food and Nutrition Coach certificate, and AAS Dietetic Technician are required to meet these immunization requirements for practicum placement. Students are required to submit a copy of the original documents to Castlebranch for compliance tracking. Students who do not meet the immunization requirements will not be able to receive practicum placements.

- Tetanus-diphtheria-pertussis (TDAP) – one dose every ten years
- Measles – two doses required
- Mumps – one dose required
- Rubella – one dose required
- Hepatitis B – one series of three doses required (may take six months to complete)
- Varicella – two doses, unless student has proof of immunity to Chickenpox virus
- Influenza (Flu Shot) – one dose every flu season
- Tuberculosis Test – PPD skin test performed once per year or chest x-ray every 2 years
- COVID Vaccines – 2 doses recommended

CPR Certification

All Dietetics students enrolled in practicum are required to have a current **CPR Basic Life Support Certification**. In addition to the TCC Continuing Education office, the following locations provide this certification training: You may go to one of the following sites or another location.

American Heart Association <https://cpr.heart.org/en>

Dunn CPR www.dunnecpr.com, 817-557-8222

Texas Onsite CPR <https://texasonsitecpr.enrollware.com/schedule> 817-992-0585

ServSafe Manager Certification

Practicum students are required to obtain ServSafe Manager Certification prior to the beginning of practicum. Students are provided opportunity to take the ServSafe Manager Certification during the CHEF 1205 Safety and Sanitation course or through TCC Continuing Education department. The ServSafe Manager Certification is also required for enrollment in IFWA 2446 Quantity Procedures.

- <https://www.servsafe.com/ServSafe-Manager/Buy-Manager-Products>
- <https://www.acehart.com/kitchen/health-and-food-safety/food-safety-training/servsafe-course-2017-servsafe-manager-class/999SERVTEXEW>

Food Handler card can be obtained through the county health department, if required. Students may attend the training provided by the health department or through the following on-line company. The permit is specific for the city of the practicum sites. Students may be required to obtain one or more permits depending on the practicum sites.

- <http://www.texasfoodhandler.com>
- <http://www.statefoodsafety.com/Texas>
- <http://www.texasfoodcard.com>

Health and Car Insurance

Students are responsible for providing their own health insurance and car insurance in case of accident or illness while participating in supervised practice activities. In case of accident or injury while participating in course activities, the cost of emergency care and/or follow-up care is fully the student's responsibility. For health insurance coverage, please go to www.healthcare.gov

Guidelines for General Appearance and Dress Code

General Appearance

The general appearance guidelines apply to all students participating in supervised practice/practicum, simulation activity, and professional meeting.

1. Proper grooming is required at all times, i.e. daily shower, regular teeth brushing, and hair brushing.
2. Breath and body odor must be appropriately controlled. Use of deodorant is encouraged.
3. Use of cologne or fragrances of any kind is prohibited at practicum sites.
4. Avoid heavy makeup, false eyelashes, and excessive jewelry.
5. Limit jewelry to a watch, wedding rings, and small post earrings. All other jewelries including facial jewelries for nose, lip, tongue, cheek, and eye brow must be removed.
6. Hair must be clean and conservatively styled with natural hair color.
7. Long hair should be worn up or tied back, held or gathered (see below on hair accessories).
8. Use of hair accessories, such as barrette, clip, hair band, comb, scarf, and other religious hair covering, must be in neutral color (black, white, gray, and navy) and not be distracting.
9. Use of hat or cap is prohibited.
10. A facility approved hair covering must be worn when in food preparation areas.
11. Men should be clean shaven or neatly trimmed.
12. Hands and nails must be kept scrupulously clean.
13. Fingernails should be short in length, neatly manicured and in natural color.
14. Artificial nails and nail polish are prohibited during practicum especially in areas where food is prepared or served.
15. Tattoos must be covered and not visible to anyone.

Dress Code for Attending Professional Meeting

1. Men should wear dress-shirt with tie, be clean shaven or neatly trimmed.
2. Women should dress conservatively with shoulder covered with no cleavage visible.
3. Skirt/dress **should not be shorter** than knee length. Neutral hose should be worn with dress/skirt.
4. Slacks are ankle-length or shoe top. Pants must be worn and maintained at waistline with neutral, dark or white socks. Low rider waist line pants and slacks above the ankle are **NOT** acceptable.
5. Clothing should fit properly and not be binding or baggy in appearance.
6. No leggings, yoga pants, skin tight slacks, stained or wrinkled clothing, gym outfit, sweat pants, etc.
7. Shoes must be clean, polished and in good repair. No cloth or canvas shoes, flip-flop or sandals.

Dress Code for Dietetics Simulation

1. All students participating in simulation activities must wear the Dietetics scrub with the Tarrant County College Dietetic Technician Program embroidery.
2. Dietetic scrub and pant must be in navy blue.
3. Students must wear closed-toe shoes with Dietetics scrub.
4. If students are unable to present with scrub uniform at scheduled activity time, simulation appointment must be cancelled/re-scheduled.

Dress Code for Supervised Practice

Dietetics Program students are required to dress consistent with facility and department/unit standards while participating in supervised practice course activities. Students are required to present a professional image consistent with duties and responsibilities as assigned. Students are to maintain personal hygiene consistent with safe and acceptable food handling and patient health care environments. Students are required to follow the following requirements while participating supervised practice activities.

1. White or Black button-down dress shirt with collar or polo shirt with no graphic or writing (Refer to pictures below for examples of appropriate shirts).
2. Name Tag. All students must wear a TCCD Dietetics Program Student name tag.
3. Black, khaki, or navy slacks that are ankle-length or shoe top. Pants should be worn and maintained at waistline. (Stains, Jeans, low rider waist line pants and slacks above the ankle are unacceptable.) Refer to pictures below for examples of appropriate pants.
4. Enclosed, non-skid, covered-top, closed-toe shoes. No cloth or canvas shoes. Shoes must be clean, polished and in good repair.
5. Neutral, dark or white socks or neutral hose must be worn.
6. TCC Dietetic Technician scrub may be worn to clinical facility if approved by facility.
7. Lab Coats are to be worn over above dress code if the facility or RD requires a lab coat.

Student who does not meet the above uniform guidelines will be asked to leave the practicum site and make appropriate correction prior returning to practicum.





Khaki



Simulation and Nutrition Clinic Experience

The Dietetics Program Center offers simulation experience to students using standardized patients. Students will participate in patient simulation experience during clinical nutrition courses. Simulation experience is to improve student competencies in interacting with patient and in providing nutrition care. In addition, the Dietetics Program offers nutrition counseling service to all TCC faculty, students and staff. Services are provided by TCC Dietetic Technician interns under the supervision of a Registered Dietitian. Students may be placed at the TCC Dietetic Program Nutrition Clinic to earn practicum hours.

Guidelines for Earning Supervised Practice Hours at the Simulation Lab

Please adhere the following guidelines for earning supervised practice hours at the Simulation Lab.

Simulation Lab

1. Students enrolled in FDNS 1346 MNT 2 and FDNS 1447 MNT 3 are eligible to earn hours toward the 450 supervised practice hour requirements by participating in simulation activities.
2. Students who completed a minimum of 50 simulation hours will be required to complete only one clinical rotation during FDNS 2169 Clinical Practicum. **Students who earn less than 50 hours are required to complete two rotations of 80 hours during clinical practicum.**
3. Simulation hours are allocated based on types of simulation activities completed.
4. Students are required to complete simulation assignments as part of their course assignments of FDNS 1346 and FDNS 1447. These simulation hours will be eligible for counting toward the supervised practice hours if performance is satisfactory.
5. Additional simulation hours (in addition to the simulation hours earned during MNT 2 and MNT 3) are **REQUIRED** to meet the 50-hours minimum requirement. Students must meet the frequency requirements for each activity.
6. A maximum hour is allocated for each activity, and a maximum of 75 hours can be accumulated through simulation activities.
7. All simulation activities must be completed within 12-months period to count toward the supervised practice hours.
8. Students will schedule all simulation activity directly with Dietetics Lab Manager.
9. All hours must be documented using the Simulation Activity Documentation Form for Supervised Practice Hours, and signed by the Dietetics Lab Manager, if performance is satisfactory.
10. No partial hours will be granted for unsatisfactory performance.

Allocated Simulation Hours by Activity

Simulation Activity	Allocated hours	Required Frequency	Hours Earned (based on requirements)	Maximum Frequency & Hours
Simulation Orientation	1 hr	2	2	2 (2 hours)
SimEMR orientation	1.5 hr	1	1.5	2 (3 hours)
Food Preference, 24-hour recall & doc.	0.5 hr	3	1.5	4 (2 hours)
Nutrition Screening and doc.	0.5 hr	3	1.5	4 (2 hours)
Food Frequency, Nutrition interviewing and Documentation	1 hr	2	2	5 (5 hours)
Physical Assessment and Doc. (including anthropometric)	2 hr	2	4	5 (10 hours)
Diet Instruction, Debriefing and Documentation	1.5 hr	5	7.5	8 (12 hours)
Outpatient Nutrition Counseling, debriefing and Documentation	2.5 hr	4	10	6 (15 hours)
Nutrition Assessment, Debriefing and Documentation	2.5 hr	8	20	10 (25 hours)
		Total	50 hours	75 hours

Guidelines for Earning Supervised Practice Hours at the Nutrition Clinic

The following are guidelines for earning supervised practice hours at the Dietetics Program Center - Nutrition Clinic.

Nutrition Counseling Clinic

The Nutrition Counseling Clinic provides nutrition counseling and coaching services to TCC students, faculty and staff who meet the nutritional risk criteria. Nutrition services are provided by Dietetic Technician interns under the supervision of the Registered Dietitian. The Nutrition Counseling Clinic is considered a clinical site in community settings. It will serve as the supervised practice site for both community and clinical practicum for Dietetic Technician interns. The Dietetics Lab Manager will serve as the preceptor for the interns. Dietetics Lab Manager must maintain the credentials as Registered Dietitian and Licensed Dietitian.

The Dietetics Coordinator and instructors will coordinate the practicum placement for DT interns. DT interns must have successfully completed the following courses prior to starting practicum rotation at the clinic: FDNS 1103, HECO 1322, DITA 1300, FDNS 1309, FDNS 1341, and FDNS 1346.

The DT Interns will complete supervised practice hours on Wednesday and Friday, from 8am – 5pm, or as designated by the Dietetics Lab Manager. DT interns will complete **80 out of the 450** supervised practice hours from the Nutrition Counseling Clinic. DT interns must follow the facility guidelines and maintain patient confidentiality.

Examples of activities performed by DT interns include but not limited to the following:

- Conduct phone nutrition screening
- Review client's health history
- Collect anthropometric measurement
- Conduct physical assessment
- Collect dietary recall
- Conduct nutrition assessment
- Review and assess client's goals
- Explore nutrition strategies with clients
- Provide nutrition education
- Provide coaching support
- Monitor client's outcome
- Refer client as appropriate
- Develop nutrition education materials and resources
- Participate in nutrition promotion activities
- Document using electronic medical record

All hours completed at this site will be documented using the Practicum time-sheet. Timesheet will be verified by the Dietetics Lab Manager and submitted to the practicum instructor at the end of the rotation. (Updated 5/2017)

Prior Learning Assessment

Request for Practicum Hours based on Prior Experience

The Dietetic program will consider granting practicum hours based on prior professional experience to qualified students in one of the following area of practice: dietary management, community nutrition/ wellness or clinical dietetics. Amount of practicum hours granted will be determined based on prior professional experience, employee job performance and skills and competencies. Students are encouraged to discuss individual experience and qualification with program director prior to initiating the process for requesting practicum hours.

The following are eligibility requirements and procedures for requesting practicum hours to be granted based on prior experience.

1. Students who meet the following criteria may request practicum hours to be granted.
 - a. Currently enrolled in TCC Dietetics program
 - b. A minimum of 2 year full-time or equivalent of professional dietetics experience from one employer within the last five years in one of the following dietetics practice area:
Management of institutional food service, Community nutrition, or Clinical dietetics
2. Students must submit the following to the program director by **October 1 of Fall semester or April 1 of Spring Semester**:
 - a. Prior Learning Assessment Request Form
 - b. Evaluation of Prior Learning Experience Description and Documentation Form
 - c. (Please see the program director for the evaluation form corresponds with the course: FDNS 1168, FDNS 2168 or FDNS 2169)
 - d. A professional resume
 - e. Dietetics Experience Documentation Form by Employer
 - f. Letter of recommendation from the employer or a copy of the latest Performance Evaluation from the employer
 - g. A detailed job description verified with the supervisor or HR's signature and contact information (Email, phone and address)
 - h. A list of work samples and copies of work samples that correspond to the student learning outcomes listed on the practicum course syllabus
3. Program Director will review the documentation submitted and determine the number of practicum hours to be granted up to **150 hours** for a single practicum course.
4. No more than 300 hours will be granted toward the required 450 supervised practice hours.
5. Incomplete application will be returned to students and students may reapply.
6. Students who were granted practicum hours are required to register and complete the course within the next 24 months. All practicum hours granted are considered null after 24 months if student did not register or complete the course successfully with a C or better.
7. Students are required to register in the practicum course, participate in the weekly practicum meeting and complete required class assignments.

Transfer of Credits to TCCD

Credit for courses in which a passing grade (D or better) has been earned may be transferred to TCCD from accredited colleges and universities. Transferred D grades, however, will not be accepted in the Dietetic Technician Program to meet specialized course requirements (see Special Grade Requirements). Students wanting to transfer courses to apply toward completion of the Dietetic Technician Program should begin the transcript evaluation process by requesting a transcript evaluation at the Registrar Office. Courses that do not meet program requirements for current content will not be accepted.

The dietetics program will accept current ServSafe Manager Certification as alternative to CHEF 1305 Safety and Sanitation. Students must submit required form to CTE Technical Advisor and appropriate fee to request this certification for college credits.

Instruction and Assessment Methods

Methods of Instruction

A variety of instructional methods are used at TCCD. Specific methods will vary in each course and from one instructor to another, but a summary includes:

- Lectures
- Discussion and written in-class exercises
- Supervised practice in actual work settings
- Audiovisuals and computer programs
- Campus laboratory assignments
- Guest speakers, field trips, workshops and conference
- Student reports, oral and written
- Library research/reading assignments
- Formal case study written papers
- Community service projects and participation
- Role playing and simulation activities

Assessment of Student Learning

Over the course of the instructional program, Dietetics students are required to demonstrate acquisition of knowledge and the ability to make decisions, judgments and to form professional impressions based on that knowledge, and to develop certain motor and procedural skills in order to provide a full range of patient care nutrition and dietetics services. The broad range of knowledge and skills requires a variety of evaluation strategies, some of which follow:

- Written tests, objective and subjective
- Role playing skills, such as nutrition interviewing or patient instruction in front of a group or video camera
- One-on-one observation of technical skills, such as taking body measurements, documenting patient care information, and interviewing a client
- Case study and presentation
- Evaluations of professional conduct and attitudes in supervised practice courses
- Evaluation conferences

Student grades are published in Canvas course gradebooks. Student should check the gradebook regularly.

Student Retention and Performance Monitoring

A. Student Retention

- Instructor will monitor students' class attendance and performance on blackboard.
- Instructor has the option to send out notification to students who are at-risk to alert students of TCC attendance requirements.
- Instructor has the option to send out notification to students who did not submit assignment.
- Instructor will attempt to discuss attendance issue with individual student.
- Instructor will refer students with attendance issue to advisor.
- Instructor has the option to drop students who miss more than 15% of class attendance.

B. Monitoring of Student's Class Performance

- Instructor will monitor individual student's class attendance and performance on blackboard.
- Instructor will meet with student with a grade below a 'C' average to discuss area for improvements.
- Students who are struggling in their class are encouraged to utilize campus support services, such as supplemental instruction sessions, Dietetics simulation experience, Math, Science, Reading and Writing Resource centers, Disability Support Services, and Library Services.
- Instructor will refer student with academic difficulty to meet with advisor and program director.
- Instructor will refer student with grade below a 'C' average in FDNS 1346 MNT II or FDNS 1447 MNT III at mid-term to the program director and advisor. Instructor will email student name, ID, gradebook, and attendance record to program director and advisor.
- Instructor will meet with student with academic dishonesty and report the incidence to Program Director and Department Chair.

C. Monitoring of Student's Assessment of Competency (CNDT)

- Instructor will submit the results of student's CNDT assessment to program director at the end of the semester.
- Program director will review student performance and contact students who did not pass the CNDT assessment.
- Up to four CNDT assessments may be repeated at the discretion of the Program Director.

D. Monitoring of Gateway Course to Dietetics

- The following courses are considered gateway courses of the Dietetics Program.
 - DITA 1300 Dietary Manager I
 - DITA 1301 Dietary Manager II
- Instructor will email the final course grade to the Program Director
- Program Director will contact students with a grade below a 'C'.

E. Monitoring of Student's Overall Performance

- Divisional Dean will request a list of Dietetics students on academic probation (with a GPA below 2.0) and share with program director and CTE advisor each semester.
- Advisor will advise dietetics students on academic probation to complete MyPlan Career Assessment and to consider career paths that are appropriate to their ability.

F. Monitoring of Student's Academic Standing

- Students with a cumulative GPA 2.0 is considered at Academic Good Standing.
- TCCD will place students on Academic Probation when cumulative GPA falls below 2.0.
- TCCD will place student who failed to maintain a 2.0 semester GPA while on Academic Probation on Academic Suspension I. Students on Academic Suspension I are required to meet with counselor to develop an action plan.
- TCCD will place student who failed to maintain a 2.0 semester GPA while on Academic Suspension I on Academic Suspension II. Students on Academic Suspension II are required to sit out for one long semester and meet with counselor upon return.
- TCCD will place student who failed to maintain a 2.0 semester GPA while on Academic Suspension II on Academic Dismissal. Students are required to sit out for one calendar year and meet with VPAA or designee upon return and develop an Academic Recovery Plan. Students will remain on Suspension II until GPA improves to "Good Standing".

G. Monitoring of Supervised Practice Performance

- Instructor will monitor student performance at the supervised practice.
- Instructor will meet with students weekly to review timesheet and supervised practice experience.
- Instructor will maintain communications with preceptors to review student performance
- Instructor will review preceptor's evaluation on student performance.
- Instructor will discuss student performance issue with student and program director.

In the event that student received an unsatisfactory evaluation on core competencies by preceptor, the instructor will complete the following process:

1. Discuss with preceptor on areas of concern.
2. Discuss with student on areas of concern.
3. Develop a performance improvement plan with the program director for the student.
4. Review the performance improvement plan with student.

Students who receive an unsatisfactory performance evaluation will be required to complete all or part of the following:

1. Attend a mandatory meeting to review performance improvement plan.
2. Receive satisfactory evaluation on additional assignments and/or projects.
3. Receive satisfactory evaluation on written and/or verbal assessment on areas that need improvement.
4. Complete additional practicum hours and receive satisfactory evaluation from the preceptor and/or instructor.
5. Repeat the entire rotation and receive satisfactory evaluation from the preceptor and/or instructor.

Section 4:
Open Admission Programs
Dietetics & Nutrition Certificates

The Dietetics program offers the following certificates that are open admission. Application is NOT required for these certificates. The certificates can be completed as part of the study for the Dietetic Technician degree or as part of the Associate of Arts degree. Students who are interested in pursuing a bachelor degree in Dietetics are recommended to obtain one of the following dietetics certificates as their electives

Healthy Meal Planning Occupational Skills Award

The curriculum for Healthy Meal Planning provides knowledge and training in meal planning to meet the nutritional requirements of general population.

HECO 1322 Nutrition and Diet Therapy	3
FDNS 1370 Principles of Food Preparation	3
Plus one of the following courses	3
DITA 1300 Dietary Manager I*	
FDNS 1309 Nutrition in Community	
FDNS 1371 Child Nutrition and Programs	
<i>*Prerequisite for DITA 1300 is HECO 1322</i>	

TOTAL CERTIFICATE HOURS	9
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The following topics are covered in this occupational skills award:

- Nutrients digestion and absorption
- Food sources of nutrients
- Nutrition requirements
- Components of a healthy meal
- Healthy vs. undesirable food choices
- Basic food preparation technique
- Functions of ingredients in cooking
- Use of commercial kitchen equipment
- Estimating nutrition requirements
- Recipes and menu modifications
- Factors to consider in meal planning

This occupational skills award helps completers to obtain entry-level employment in dietetics. Healthy Meal Planning marketable skills achievement award completers may utilize their skills in various places of employment including hospitals, long term care facilities, schools, and daycare centers.

Estimated Cost

Tuition	\$ 576
Books	\$ 500
Uniforms and Shoes	\$ 150
<u>Total</u>	\$1,226

Nutrition Specialist I Certificate

The curriculum for Nutrition Specialist I provides solid nutrition foundation and knowledge to individuals seeking to promote nutrition and healthy eating to the general population.

FDNS 1103 Introduction to Dietetics	1
HECO 1322 Nutrition and Diet Therapy	3
FDNS 1370 Principles of Food Preparation	3
DITA 1300 Dietary Manager I*	3
Plus two of the following nutrition electives	6
FDNS 1309 Nutrition in Community	
FDNS 1371 Child Nutrition and Programs	
FDNS 1341 Nutrition in Life Cycle	
FDNS 1346 Medical Nutrition Therapy II	

**Prerequisite for DITA 1300 is HECO 1322*

TOTAL CERTIFICATE HOURS	16
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The following topics are covered in this certificate:

Nutrients digestion and absorption
Food sources of nutrients
Nutrition requirements
Food Labeling
Healthy vs. undesirable food choices
Basic food preparation technique
Estimating nutrition requirements
Menu planning for different conditions
Recipes and menu modifications
Nutrition assessment and care process
Medical nutrition therapies
Nutrition interviewing
Nutrition programs and promotion

This level I certificate helps certificate completers to obtain entry-level employment in dietetics. Certificate completers may utilize their skills in various places of employment including hospitals, long term care facilities, schools, and daycare centers, county extension office, headstart centers, afterschool programs, fitness facility, grocery stores, and specialty meal delivery programs.

Estimated Cost

Tuition	\$ 1024
Books	\$ 650
Uniforms and Shoes	\$ 150
Total	\$1,824

Food & Nutrition Coach Certificate

The curriculum for Food & Nutrition Coach trains individual to function as a competent entry level nutrition professional. Food and Nutrition Coach provides coaching and teaching to help individuals to develop a healthy eating lifestyle.

The following topics are covered in this certificate:

- Nutrients digestion and absorption
- Basic food preparation technique
- Nutrition requirements of individuals
- Estimating nutrition requirements
- Nutrition interviewing
- Nutrition screening and assessment
- Planning and documenting nutrition care
- Nutrition counseling and instructions
- Menu planning for different conditions
- Recipes and menu modifications
- Medical nutrition therapies

Roles and Responsibilities

Roles and responsibilities of a Food and Nutrition Coach:

- Meal planning for a specific health condition
- Providing supermarket tour
- Demonstrating healthy cooking technique
- Teaching individual and group nutrition classes
- Motivating clients for lifestyle change
- Nutrition program development
- Participating in community events
- Writing nutrition articles and blogs
- Nutrition and healthy eating promotion
- Weight management and chronic disease prevention

Certificate completers may utilize their skills in various places of employment including county extension office, head start centers, afterschool programs, fitness facility, grocery stores, health food store, specialty meal delivery programs and companies with wellness program. Most food and nutrition coach are self-employed with contracts for various nutrition services. Certificate completers are strongly encouraged to obtain the NDTR credential by applying to the TCC Dietetic Technician Program.

Licensing laws on nutrition services provider vary from state to state, please check with your state licensing board prior to providing individual nutrition services.

Food and Nutrition Coach Program Requirements

Student must complete both coursework and practicum requirements.

Coursework Requirements

First Year

First Semester

Rubric	Course Number	Course Title	Semester Hours
FDNS	1103	Introduction to Dietetics	1
HECO	1322	Nutrition and Diet Therapy	3
FDNS	1370	Principles of Food Preparation	3
CHEF	1305	Safety and Sanitation; or BIOL 2420	3
FDNS	1371	Child Nutrition and Programs	3

Second Semester

DITA	1300	Dietary Manager I (Medical Nutrition Therapy I)	3
DITA	1301	Dietary Manager II	3
IFWA	2446	Quantity Procedures	4
FDNS	1309	Nutrition in Community	3

Summer

SPCH		1311, 1315, or 1321	3
KINE	1164	Introduction to Physical Fitness and Sport	1

Second Year

First Semester

FDNS	1341	Nutrition in Life Cycle	3
FDNS	1346	Medical Nutrition Therapy II	3
PSYCH	2301	Introduction to Psych or SOCI 1301	3
BIOL	2401	Anatomy and Physiology	4
FDNS	1168 or 2168	Practicum* (Capstone)	1

Total Semester Hours	44
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* Students enrolled in the program must undergo and receive a clear criminal background check and negative substance abuse screening prior to starting practicum courses. In addition, students are required to meet physical requirements and Dietetics Program immunization requirements, proof of CPR for healthcare provider and ServSafe Manager Certification, and valid Texas driver license prior to starting practicum rotation.

** Students must be TSI Compliant prior to completion of certificate.

+ Application is NOT required for this certificate.

Supervised Practice (Practicum) Requirements

Practicum provides supervised practice experience in real life situations. Students are required to complete one practicum course with a minimum of 150 hours. Student placements are determined by instructor and depending on the availability of preceptors and supervised practice facilities. All supervised practice facilities must have qualified preceptors, meet program requirements and have a current affiliation agreement with TCCD. Practicum students are not employees and do not receive compensation from the facility.

Strict attendance in supervised practice courses is necessary to satisfactorily accomplish the objectives of the courses, and in order to avoid detracting from or interrupting the ongoing work of the facility. Make-up work is often difficult to schedule for the student, the facility and the instructor.

Practicum Hours

Students must complete a minimum of 14-16 hours a week. Typical practicum hours are on Wednesday and Friday from 8am-5pm. Students must be available for practicum during practicum hours, have reliable transportation and be flexible with site placement. Some facilities may require earlier or later hours depending on hours of operation.

Please refer to section 3 for Supervised Practice Requirements.

Estimated Cost

Tuition	\$ 2,816
Books	\$ 2,000
Uniforms and Shoes	\$ 250
Background check	\$ 25
Drug Screen	\$ 50
Professional Organization membership	\$ 50
CPR Certification	\$ 50
Total	\$ 5,241

Section 5:
TCCD POLICIES AND RESOURCES

Privacy of Information and Access to Department Student File

The Family Education Rights and Privacy Act (FERPA) protects the privacy of academic records. Student grades and performance evaluations are confidential and will not be released except on written request of the student. Student grades will be posted to the TCCD Canvas course and may be accessed only by students upon entering their username and password. At no time will grades be posted or released by phone. Students are encouraged to consult with the course instructor and /or their advisor with any concerns regarding grades and performance. Practicum students may request to review their student files on practicum experience with the program director.

Course Add, Drop, or Withdrawal

Students must confer with their course instructor and program advisor before dropping, adding, or withdrawing from a course. Completed paperwork must be initiated from and returned to the school office.

Withdrawal from a course may affect enrollment in co-requisite courses and may lengthen the time necessary to complete the program.

Students should consult the College Catalog regarding withdrawal and refund of tuition and fees. Students should also consult the semester calendar for deadline dates.

It is recommended that any student planning to drop a course or to repeat a course to improve a grade, check with the Financial Aid office as this may affect future financial aid eligibility.

Please consult the current TCCD attendance/withdrawal requirements. Because concurrent enrollment is recommended in supervised practice and parallel theory courses, withdrawal from one may necessitate withdrawal from the other. In addition, a student who makes an unsatisfactory grade (D or F) in one parallel but not the other may need to retake both courses.

Because concurrent enrollment is recommended in supervised practice and parallel theory courses, withdrawal from one may necessitate withdrawal from the other. In addition, a student who makes an unsatisfactory grade (D or F) in one parallel course but not the other may retake both courses.

Refund of Tuition and Fees

Refund of Tuition and Fees is consistent with TCCD Refund policy. For date and refund amount please check with the Business Office.

Cancellation of Class and/or Inclement Weather

On rare occasions, classes are canceled by extenuating circumstances or faculty absence. Such conditions or cancellations will be posted on the TCCD website. If an instructor cancels a class, every effort will be made to inform the students in advance. However, when absence is unexpected, students will be informed of class cancellation by email, TCCD Campus Cruiser or posted on the college website.

Students are expected to attend class on campus or at supervised practice facilities during inclement weather unless the College is officially closed. Official closings are announced on the TCCD website, www.tccd.edu, and the local radio and television stations, and a taped message is put on each TCCD campus switchboard. A student who is absent from class or supervised practice when TCCD is open during inclement weather will be counted as absence.

Scholastic Dishonesty

The TCCD "Scholastic Dishonesty" policy has been adopted by the Dietetics Program:

"The College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. "Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion". (See Southeast Campus Student Handbook for "Disciplinary Procedure".) Falsification of data, records or signatures in class or facility assignments are also forms of scholastic dishonesty.

Discipline and Termination

Academic probation and dismissal as well as standards for dismissal/probation are detailed in the TCCD Student Handbook.

A student must maintain a 2.0 grade point average to remain in good standing.

Dietetics Program specific infractions may lead to dismissal from individual program courses and potentially the program. Examples of such infractions include unethical conduct or dishonesty and unprofessional behavior.

Student Complaint/Grievance

Student who believes that a member of the Dietetics Program faculty has incorrectly reported a grade should first bring the grade to the attention of the individual instructor. If the student is not satisfied with the determination of the instructor, the matter is then presented to the Department Chair who will follow the procedures as outlined by TCCD. The same procedure is to be followed when a student believes he/she has been unfairly treated by another student, a staff person, faculty member, or preceptor.

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

Individual may submit a complaint to ACEND on issues related to the institution's compliance to the accreditation standards and policies. For issues related to program noncompliance with ACEND accreditation standards, student should first address the issue with the Department Chair and Dean. If the department and institution fail to resolve the situation, student may submit a written complaint to ACEND at acend@eatright.org. The complaint must be signed by the complainant. Anonymous complaints are not considered.

Written complaints should be mailed to
Accreditation Council for Education in Nutrition and Dietetics (ACEND)
120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995
Phone 1-800-877-1600 ext 5400
Email: acend@eatright.org or visit www.eatright.org/ACEND/

Academic Calendar

Academic Calendar is published each semester at the TCCD website. Please visit the Academic Calendar lists on www.tccd.edu. The following holidays are observed at TCCD: Memorial Day, Labor Day, Thanksgiving Holiday, Martin Luther King Holiday, Independence Day, Spring Break and Winter Break. For specific dates of each semester, refer to the TCCD website.

The following are deadlines specific to the Dietetics Program

- Dietetics Program Application: May 1 and December 1
- Practicum Petition: April 1 and October 1
- IFWA 2446 Quantity Procedure: Wed before the week of final exam

Student Support Services

Counseling/Advising Services

The Southeast Campus Counseling Department includes the Career and Employment Services Center, Career Information Center, Counseling and Academic Advisement, and Degree Planning Center.

The **Career Information Center** provides contacts with numerous employers for full-time and part-time jobs for students.

The **Career and Employment Center** provides assistance for students making career decisions. Career Counselors provide students with guidance in career selection, resume writing and job hunting techniques. Materials about careers and job hunting are provided.

The **Counseling Center and the Business and Technology Advisement Center (BTAC)** provides, degree planning, and related assistance. The Counseling Center is staffed with licensed professional personnel who may be seen either by appointment or on a drop-in basis. Students are welcome to discuss academic planning, career selection or personal adjustment problems with a counselor. See the Southeast Campus Student Handbook for additional information about services available for students.

Learning Commons/ Library

Library resources are important to a successful college experience. Library resources properly accessed and used allow the student to develop analytical and critical thinking skills as well as effective communication skills. The library catalog is on computer, many books can be checked out, a variety of materials are available for on-premises use (i.e., journals, newspapers, indexes), photocopy machines are available, and professional librarians are available for assistance. Study guide published by Academy of Nutrition and Dietetics for the Dietetic Technician Examination is available at the library.

An Alliance for Higher Education (AHE) or Tex Share card may be obtained at the Circulation Desk at the TCCD library to gain access to other area college libraries. The AHE includes most higher education institutions in the North Texas area, with Austin College in Sherman the northernmost and Baylor University in Waco the most southern location.

Learning Resource Centers and Tutoring

Students may contact the below labs and tutoring centers for assistance to improve math, writing, or English skills. The center offers classes, one-to-one tutorial assistance or computer-aided instruction for students who would like to review and improve their basic skills.

SE Campus Resource Center	Location (Building, Room)	Phone Number
Business and Technology Advisement Center	ESEE	817-515-3051
Career and Employment Center		
Dietetics Program Center	ESEE 1324	817-515-3062
Information Technology Center	ESCT 2231	817-515-3368
Math Resource Center	ESEE 1112	817-515-3806
Math Testing Center	ESEE 1311	817-515-3339
Reading & Writing Resource Center	ESEE 2227A	817-515-3808
Reading/ESOL Tutoring Lab	ESEE 2223	817-515-3812
Science Learning Center	ESCT 3205	817-515-3518
Student Success Center	ESEE 1301	817-515-3813
World Languages Lab	ESEE 2141	817-515-3811

Disability Support Services

Any student with a documented disability needing academic accommodations is required to contact the Student Accessibility Resources (SAR) Office located on each campus to schedule an appointment with the Coordinator of SAR. All discussions are confidential. Because SAR accommodations may require early planning and are not provided retroactively, students are encouraged to contact SAR as early in the semester as possible. SAR is responsible for approving and coordinating all disability-related services. TCC professors will honor requests for accommodation when they are issued by SAR.

The campus Student Accessibility Resources offices can be reached at the following phone numbers:

- Northeast Campus: 817-515-6333 (Video Phone: 682-334-5533)
- Northwest Campus: 817-515-7733 (Video Phone: 682-200-1408)
- South Campus: 817-515-4554 (Video Phone: 682-200-1344)
- Southeast Campus: 817-515-3593 (Video Phone: TBD)
- Trinity River Campus: 817-515-1295 (Video Phone: 682-200-1616)

Financial Aid

The office of Financial Aid administers all loan, grant, scholarship, and work study programs (campus employment) at the College. Because of the availability of these various financial aid programs, students should not leave school for financial reasons before checking with the Director of Financial Aid.

Health Services

The major emphasis is the promotion of a balanced lifestyle through education. It serves to enhance the college experience to establish life-long health responsibility. Students can receive first aid in the event of an injury, accident, or sudden illness.

Nutrition Counseling Services

The Dietetics Program Center Nutrition clinic offers nutrition counseling services, body composition measurement, and resting metabolic rate measurement. All TCC faculty, students and staff.

Student Activity Office

The Office of Student Activities provides students with the opportunity to have outside-of-classroom educational experiences.

Faculty Availability

Full-time faculty maintains their posted office hours each week. They are there to provide reinforcement of classroom material, answer questions and address problems that might arise. Please check the door of the specific faculty member's office to find current office hours.

Advisory Committee

The Dietetic Technician Program has an Advisory Committee which meets at least annually. It is comprised of professionals from the community. Its function is to provide guidance to the program in matters such as curriculum, proposed changes, recruitment, and current operation of the program

Section 6:

Appendices

Appendix A

Definitions

Registered Dietitian/Nutritionist - A Registered Dietitian/Nutritionist (RD or RDN) is a person who has completed a baccalaureate degree from a U.S. regionally accredited college or university sponsoring an ACEND accredited program, has completed pre-professional experience, internship or supervised practice requirements, has passed the national registration examination for dietitians, and meets continuing education requirements. Registered Dietitians are frequently found working in the specialized areas of clinical, community, administrative, research and education, or consulting dietetics.

Licensed Dietitian - A Licensed Dietitian (LD) in Texas is a person who has completed a baccalaureate or post-baccalaureate degree with a major course of study in human nutrition, food and nutrition, dietetics, or food systems management or directly related field, has completed an appropriate program of professional experience, and has passed a competency examination.

Dietary Manager - A dietary manager is a person who has completed a 120-clock hour training program approved by the Dietary Managers Association. A Certified Dietary Manager (CDM) has passed the certification examination for dietary managers and meets continuing education requirements.

Dietetic Technician - A dietetic technician is a person who has completed an associate degree from a U.S. regionally accredited college or university sponsoring a ACEND accredited program. Dietetic technician education at TCCD involves successful completion of courses in normal, community and clinical nutrition, food and food systems management, biological, behavioral or social science, and oral and written communications. Both didactic and supervised practice courses are included in degree requirements. A Dietetic Technician Registered (NDTR) has also passed the national registration examination for dietetic technicians, and meets continuing education requirements in accordance with guidelines of the Commission on Dietetic Registration (CDR). Dietetic Technicians may work in a variety of areas such as clinical, management, business and industry, and community programs.

Diet Clerk - A diet clerk is not considered a part of the professional health care team. The position responsibilities usually include the distribution and processing of paper work such as menus and diet orders, and related clerical duties. Training usually occurs on the job.

Nutritionist - The term "nutritionist" and "certified nutritionist" has no legal definition in Texas, therefore, these may be used by the unqualified as well as the qualified individual. A qualified nutritionist will have at least a baccalaureate degree in nutrition, dietetics or closely related field, and often holds professionally recognized and legally defined credentials such as LD and RD. Beware of the "nutritionist" who holds no degree in the field from a regionally accredited college or university, and no professionally recognized credential. The unqualified person may have only informal, company provided, or self-managed training, or has been trained only to sell products, books, diets or advice.

Nutrition Counselor - Like the term "nutritionist", nutrition counselor is not legally defined in Texas, therefore, the public is not protected with assurance of the competency of the title holder. Again, look for appropriate degrees and other recognized credentials that reflect a high level of rigorous training and verification of competency, such as NDTR, RD or LD. Ideally, the nutrition counselor is a professionally prepared individual who provides guidance in adjusting food intake to meet special health needs.

Professional- A career providing public service requiring specific scientific knowledge, including extensive training in special skills and methods. The standards of training are prescribed and maintained by the power of an organization which is committed to excellence in achievement and conduct. Members of a profession are obligated to continued study in their field of work and to share their knowledge to benefit society. A person engaged in the practice of a profession. A professional person serves the public based on acquired knowledge and skills. This service is directed to fulfill the needs of the client without regard to the personal gains of the professional. The professional provides service and eases need independently and is guided by her/his sense of responsibility and the standards of the profession.

Appendix B

Course Description

FDNS 1370 – Principles of Food Preparation

A study of the composition of food and the chemical and biological changes that occur in storage and processing. Includes preparation techniques and selection principles included.

HECO 1322 –Nutrition and Diet Therapy

A study of nutrients including functions, food sources, digestion, absorption, and metabolism with application to normal and preventive nutrition needs. Nutrient intake analysis, energy expenditure evaluation, and diet planning included.

FDNS 1103 – Introduction to Dietetics

An introduction to the profession of dietetics in health care delivery systems. Includes roles and responsibilities of dietetics team members, standards, and ethics in dietetic practice. Emphasis on effective professional communications. Introduction to the profession of dietetics in health care delivery systems. Includes roles and responsibilities of dietetics team members, standards, and ethics in dietetic practice.

FDNS 1168 – Practicum: Dietary Management

Practical, general workplace training supported by an individualized learning plan developed by employer, College, and student. The plan relates the workplace training and experiences to the student's general and technical course of study. Application of dietary management techniques and principles in institutional food service.

Required Prerequisites: Admission to the Dietary Manager Program or Dietetic Technician Program; FDNS 1103, FDNS 1370, DITA 1300 and DITA 1301

Required Co-requisite: IFWA-2446

A granted petition is required for this course. All prerequisites courses must be completed with a 'C' or better.

FDNS 2170 – Seminar for Dietetics

Preparation for the NDTR credentialing exam and employment in the field of Dietetics. Review NDTR exam study questions, test-taking strategies, Dietetics scope of practice, Code of Ethics for Dietetics professional.. Required Prerequisite/Corequisite: FDNS 1447

FDNS 1309 – Nutrition in the Community

Study of the nutritional status of populations at the national, state, and local community levels. Socioeconomic, cultural, and psychological influences on eating behavior, national, and state health objectives; marketing strategies for objective implementation; and community nutrition programs serving risk-group populations. Basic teaching/counseling methods for the nutrition education of small groups and individual clients/patients. Recommended prerequisite: HECO 1322.*

FDNS 1341 – Nutrition in the Life Cycle

Analysis of nutrition assessment indicators for each age group. Special consideration to growth standards, maternal weight gains, eating behaviors of various age groups, and the physiology of aging as it relates to nutrient adequacy in the mature adult. Recommended prerequisite: HECO 1322. *

FDNS 1346 – Medical Nutrition Therapy II

Principles and techniques of nutrition care for clients/patients at low to moderate nutrition risk. Includes a study of the scientific basis of diets for individuals with diabetes mellitus, pulmonary and cardiovascular disease, and weight control needs. Nutrition assessment parameters, nutrition care planning and evaluation, and menu editing methods.

Required Prerequisite: DITA 1300 with a 'C' or better

Recommended Pre/Co-Requisite: BIOL-2401

FDNS 1447 – Medical Nutrition Therapy III

Advanced principles and techniques of nutrition care for clients/patients at low to moderate risk. Includes a study of the scientific basis of diets for individuals with cancer, gastrointestinal disease, and renal disease. Also includes nutrition assessment parameters, nutrition care planning and evaluation, and menu editing methods.

Required Prerequisite: FDNS 1346 with a 'C' or better

Recommended Prerequisite/Co-Requisite: BIOL-2401

FDNS 1371 – Child Nutrition Programs

Study of nutritional requirements and growth assessment for children 0-18 at low or moderate risk. Review of child nutrition regulatory processes and federal child nutrition programs. Develop practical skills in meal planning and providing nutrition education for children.

FDNS 2168 – Practicum - Community Nutrition/Wellness

Practical general workplace training supported by an individualized learning plan developed by the employer, College, and student. The plan relates the workplace training and experiences to the student's general and technical course of study. Participate in nutrition intervention including program planning, nutrition education and promotion, and program evaluation to targeted risk-group populations in the community.

Required Prerequisites: FDNS 1103, HECO 1322, FDNS 1309, and FDNS 1371 or FDNS 1341

A granted petition is required for this course. All prerequisites courses must be completed with a 'C' or better.

FDNS 2169 – Practicum: Clinical Dietetics

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. The plan relates the workplace training and experiences to the student's general and technical course of study. Application of nutrition care techniques and principles in acute or long-term health care institutions.

Required Prerequisite: completed within the last three years with a minimum grade of "C" earned.

Enrollment in the practicum requires admission to the Dietetic Technician degree program. All prerequisites must be completed with a grade of "C" or better.

A granted petition is required for this course.

FDNS 2300 – Food Management Systems

Aspects of the organization and management of institutional food service systems.

Includes meal planning and evaluation, purchasing, receiving and storage of food supplies, inventory control, sanitation and safety, and quality assurance.

Recommended Prerequisite: DITA 1301

IFWA 2446 – Quantity Procedures

Exploration of the theory and application of quality procedures for the operation of commercial, institutional, and industrial food services. Emphasis on quantity cookery and distribution. Recommended Prerequisite: CHEF-1305. Required Prerequisite: FDNS-1370 or CHEF-1301; and TSI Met in Non-Algebraic Math pathway.

CHEF 1305 – Safety and Sanitation

A study of personal cleanliness; sanitation practices in food preparation; causes, investigation and control of illnesses caused by food contamination (Hazard Analysis Critical Control Points); and workplace safety standards.

DITA 1300 – Dietary Manager I (Medical Nutrition Therapy I)

Preparation for supervisory roles in food service departments. Emphasis on normal and therapeutic nutrition and food service systems management. Major topics include dietary and meal planning guidelines, sources and functions of nutrients, diet therapy, nutritional assessment and care, food production management and purchasing, and regulatory agencies.

Required Prerequisite: HECO 1322, TSI Met in Non-Algebraic Math pathway

Recommended Corequisite: DITA-1301

DITA 1301 – Dietary Manager II

Emphasis on food service sanitation and safety, administrative and personnel management. Major topics include regulatory agencies, computer applications, production management, budgeting and cost control, personnel management, quality assurance, leadership skills, human relations and communications.

Recommended Co-requisite: DITA 1300; Required Prerequisite: TSI Met in Non-Algebraic Math pathway

Appendix C

Dietetic Professional Organizations

Academy of Nutrition and Dietetics - Any individual who is a student or graduate of an Academy of Nutrition and Dietetics approved dietetic technician program with an earned associate degree, or is a Dietetic Technician Registered (NDTR) is eligible for active membership in the Academy. Among the benefits of membership are monthly receipt of the Journal of the Academy of Nutrition and Dietetics, the newsletter, Food & Nutrition magazine, opportunity to join any of the 23 dietetic practice groups including Dietetic Technician Practice Group, and access to various discounts on insurance, travel and publications. Members of Academy who reside in Texas automatically become members of the Texas Academy of Nutrition and Dietetics.

Dietetic technician students may become Affiliate members of AND. Under the Affiliate category of membership, students pay reduced dues and receive many of the benefits of full active membership. Applications are available from the Dietetic Technician Program Director or the website www.eatright.org

Texas Academy of Nutrition and Dietetics- *Mission:* To empower Texas nutrition students to become future food and nutrition leaders, and to inspire involvement in dietetics at the local, state, and national levels. *Vision:* That all Texas nutrition students are informed of the educational requirements for obtaining the registered dietitian (RD) credential, and that they enter the workforce with professionalism, a mastery of nutritional science, and an understanding of the variety of career opportunities available to them.
www.eatrighttexas.org

Association of Nutrition & Foodservice Professionals (ANFP) is a national not-for-profit association established in 1960 that today has over 15,000 professionals dedicated to the practice of providing optimum nutritional care through foodservice management. ANFP members work in hospitals, long-term care, schools, correctional facilities, and other non-commercial foodservice settings. The association provides foodservice reference, publications and resources, employment services for members, continuing education and professional development, and certification programs. ANFP monitors industry trends and legislative issues, and publishes one of the industry's most respected magazines.

Pre-Professional Membership: For individuals with one year of experience in nutrition and foodservice or students enrolled in a comprehensive foodservice management training program. For more information about ANFP, please contact Association of Nutrition & Foodservice Professionals <http://anfponline.org/>

Student Dietetic Organization (SDO) - Students in TCCD's Dietetics Program are invited and encouraged to join the TCC SDO. This organization provides opportunities to meet and work on community service projects with other dietetic technician students. Membership in this organization allows students to learn and practice valuable leadership and organizational skills. Acquisition of these skills and involvement in volunteer activities are important assets to land that first job.

Membership in the SDO is also one of the requirements for eligibility for the Margaret A. Shilling Scholarship. This scholarship awarded each spring and fall.

Appendix D

Code of Ethics for the NDTRs

The Academy of Nutrition and Dietetics and its Commission on Dietetic Registration are in the vanguard of professional associations and credentialing bodies that have adopted a voluntary, enforceable code of ethics.

This code, entitled the Code of Ethics for the Profession of Dietetics, challenges all members, registered dietitians, and dietetic technicians, registered, to uphold ethical principles. The enforcement process for the Code of Ethics, which took effect on January 1, 1989, establishes a fair system to deal with complaints about members and credentialed practitioners from peers or the public.

The first code of ethics in the professions was adopted by the American Medical Association in 1848. Since that time, many other professional societies have established codes to protect consumers and other professionals from improper conduct.

The Standards of Professional Responsibility, the predecessor of the current Code, were adopted by the House of Delegates in October 1982, with enforcement beginning in 1985. A second code was adopted by the House of Delegates in 1987 and applied to all members and CDR credentialed practitioners. A 3rd revision was adopted by the House of delegates in 1998, and was enforced as of June 1st, 1999, for all members and CDR credentialed practitioners.

The Ethics Committee of the Board of Directors is responsible for reviewing, promoting, and enforcing the Code. The Committee also educates members, credentialed practitioners, students, and the public about the ethical principles contained in the Code. Support of the Code of Ethics by members and credentialed practitioners is vital to guiding the profession's actions and to strengthening its credibility.

Preamble

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetics 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 the dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted the Code of Ethics to reflect the values and ethical principals guiding the dietetics profession and to set forth commitments and obligations to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved by the ADA Board of Directors on June 2, 2009, by the Board of Directors, House of Delegates, and Commission on Dietetic Registration.

Code of Ethics Application

Code of Ethics applies to the following practitioners.

In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (NDTRs).

Except for sections dealing solely with credential, to all members of ADA who are not RDs, or NDTRs.

Except for aspects dealing solely with membership, to all RDs, and NDTRs who are not members ADA.

All individuals to whom Code applies are referred to as “dietetics practitioners.” and all such individuals who are RDs and NDTRs shall be known as “credentialed practitioners.” By accepting membership in ADA and/or accepting and maintaining CDR credentials, all members of ADA agree to abide by the Code.

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 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 dietetic practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
6. The dietetics practitioner does not engage in false or misleading practices or communications.
7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seek counsel, or makes referrals as appropriate.
9. The dietetics practitioner treats clients and patients with respect and consideration.
10. The dietetics practitioner protects confidential information and makes full disclosure about any limitation on his or her ability to guarantee full confidentiality.
11. The dietetic practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in the “Responsibilities to the Public (Principles #3-).

Responsibilities to the Profession

12. The dietetic practitioner practices dietetics based on evidence-based principles and current information.
13. The dietetic practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate difference of opinion exist.
14. The dietetic professional 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 in practice.
15. The dietetic practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
16. The dietetic 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 dietetic practitioner accurately presents professional qualifications and credentials.
18. The dietetic practitioner does not invite, accept, or offer gifts, monetary incentives, or to offer considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Responsibilities to Colleagues and Other Professionals

19. The dietetic practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

Source: Journal of the American Dietetic Association, August, 2009.

Appendix E

Code of Ethics for the CDM

The Certifying Board for Dietary Managers (CBDM) has a formal policy, the Code of Ethics for the Certified Dietary Manager, and procedures which incorporate due process, for the discipline of certificants. The Code of Ethics and procedures include the sanction of revocation of the certificate, for conduct which clearly indicates incompetence, unethical behavior and physical or mental impairment affecting the performance of the Certified Dietary Manager (CDM).

Code of Ethics for the Certified Dietary Manager

The Certifying Board for Dietary Managers believes it is in the best interests of the profession and the public it serves that a Code of Ethics provide guidance to Certified Dietary Managers in their professional practice and conduct. Certified Dietary Managers have voluntarily developed a Code of Ethics to reflect the ethical principles guiding the Certified Dietary Manager and to outline commitments and obligations of the CDM, CFPP to self, client, society, and the profession.

The purpose of the Certifying Board for Dietary Managers is to assist in the effective management of dietary operations, safety and welfare of the public by establishing and enforcing qualifications for Dietary Manager certification and for issuing voluntary credentials to individuals who have attained those qualifications. The Certifying Board has adopted this Code to apply to individuals who hold these credentials.

The Ethics Code applies in its entirety to certified members of the Association of Nutrition & Foodservice Professionals . The Code applies to all CDM, CFPPs who are not ANFP members. All of the aforementioned are referred to in the Code as “Certified Dietary Managers.”

PRINCIPLES

1. The Certified Dietary Manager provides professional services with objectivity and with respect for the unique needs and values of individuals.
2. The Certified Dietary Manager avoids discrimination against other individuals on the basis of race, creed, religion, sex, age, national origin and complies with EEOC & ADA requirements and the Rehabilitation Act of 1973.
3. The Certified Dietary Manager fulfills professional commitments in good faith.
4. The Certified Dietary Manager conducts himself/herself with honesty, integrity and fairness.
5. The Certified Dietary Manager remains free of conflict of interest and personal bias while fulfilling the objectives and maintaining the integrity of the Certified Dietary Manager profession.
6. The Certified Dietary Manager practices dietary management based on professional principles.
7. The Certified Dietary Manager assumes responsibility and accountability for personal and professional competence in practice.
8. The Certified Dietary Manager maintains confidentiality of information.
9. The Certified Dietary Manager exercises professional judgment within the limits of his/her qualifications and seeks counsel or makes referrals as appropriate.
10. The Certified Dietary Manager provide sufficient information to enable clients to make their own informed decisions.
11. The Certified Dietary Manager promotes or endorses products in a manner that is neither false nor misleading.

12. The Certified Dietary Manager permits use of his/her name for the purpose of certifying that dietary services have been rendered only if he/she has provided or supervised the provision of those services.
13. The Certified Dietary Manager accurately presents professional qualifications and credentials.
 - a. The Certified Dietary Manager uses “CDM, CFPP” or Certified Dietary Manager, Certified Food Protection Professional only when certification is current and authorized by the Certifying Board for Dietary Managers.
 - b. The Certified Dietary Manager complies with all requirements of the Certifying Board’s certification program in which he/she is seeking initial or continued credentials from the Certifying Board for Dietary Managers.
 - c. The Certified Dietary Manager is subject to disciplinary action for aiding another person in violating any Certifying Board certification requirements or aiding another person in representing himself/herself as a Certified Dietary Manager when he/she is not.
14. The Certified Dietary Manager presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
15. The Certified Dietary Manager provides objective evaluation of candidates for professional association memberships, awards, scholarships or job advancement.
16. The Certified Dietary Manager voluntarily withdraws from the professional practice under the following circumstances:
 - a. The CDM has engaged in any substance abuse that could affect his/her practice.
 - b. The CDM has been adjudged by a court to be mentally incompetent.
 - c. The CDM has an emotional or mental disability that affects his/her practice in a manner that could harm the client.
17. The Certified Dietary Manager complies with all applicable laws and regulations concerning the profession. The CDM is subject to disciplinary action under the following circumstances:
 - a. The CDM has been convicted of a crime under the local, state or federal laws, which is a felony or a misdemeanor, and which is related to the practice of the profession.
 - b. The CDM has been disciplined by a state chapter and at least one of the grounds for discipline is the same or substantially equivalent to these principles contained herein.
 - c. The CDM has committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or any agency or a governmental body.
18. The Certified Dietary Manager accepts the obligation to protect society and the profession by upholding the Code of Ethics for the profession of Nutrition and Foodservice Management and by reporting alleged violations of the Code through the review process of the Certifying Board for Dietary Managers.

Appendix F

CDM Credentialing Exam

The exam consists of 200 multiple-choice questions based on professional situations in which a dietary manager would have to make a decision or solve a problem. Questions are based on two ANFP textbooks – *Nutrition Concepts and Medical Nutrition Therapy* and *Managing Foodservice & Food Safety*, and the 2009 FDA Food Code.

For a comprehensive blueprint of exam content, including the number and type of questions from each content area, visit www.ANFPonline.org/Docs/ExamBrochure2.pdf.

Exam questions are based on two ANFP text-books, *Nutrition Concepts and Medical Nutrition Therapy* (2012), and *Managing Foodservice & Food Safety* (2012). Sanitation and food safety-related questions are also based on the FDA Food Code (2009), available free at www.fda.gov.

1. Gather Nutrition Data 8.5%
2. Apply Nutrition Data 8.5%
3. Provide Nutrition Education 6.5%
4. Provide Foodservices - 10%
5. Hire and Supervise 9.0%
6. Develop Personnel and Communications 8.3%
7. Professional Interaction 6.3%
8. Manage Supplies, Equipment Use, Sanitation, and Safety 24%
9. Manage Production 10.5%



Tarrant County College
DIETETIC TECHNICIAN PROGRAM

10. Manage Business Operations 8.4%

Appendix G

NDTR Registration Examination Specifications

Students who have completed all coursework, practicum and verification requirements are eligible to sit for the national Registration Examination for Dietetic Technicians. The exam is a computer-based administered by ACT testing centers. For more information, refer to Dietetic Technician Study Guide published by CDR. Graduating students and TCC Dietetic Technician are encouraged to attend the NDTR Exam Review Course.

Dietetic Technician, Registered

Examination - Test Specifications

January 1, 2017 – December 31, 2021

The Registration Examination for Dietetic Technicians is designed to evaluate a dietetic technician's ability to perform at the entry-level. The examination content domains and topics are outlined below.

I. Nutrition Science and Care for Individuals and Groups 44%

- A. Principles of Basic and Normal Nutrition
- B. Screening and Assessment
- C. Planning and Intervention
- D. Monitoring and Evaluation

II. Food Science and Food Service 24%

- A. Menu Development
- B. Procurement and Supply Management
- C. Food Production, Distribution, and Service
- D. Sanitation, Safety, Facility and Equipment

III. Management of Food and Nutrition Services 32%

- A. Human Resources
- B. Finance and Materials
- C. Marketing Products and Services
- D. Management Principles and Functions
- E. Quality Processes and Research