

Santa Rosa Junior College
Dietetic Technician (Diet Tech) Program
Student Handbook



Fall 2023

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WELCOME and Program Contact Information

Welcome to the Santa Rosa Junior College Dietetic Technician Program! This handbook was developed to provide information about SRJC in general and the Dietetic Technician Major Program in particular. We appreciate all ideas about materials that should be included, and encourage you to make suggestions for improvement. The information in this handbook is effective for the current academic year.

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DIETETIC TECHNICIAN PROGRAM:

Santa Rosa Junior College's (SRJC) Dietetic Technician Program (DTP) supports the diverse needs of students, ensures an inclusive environment, and ensures equitable treatment by program faculty and preceptors of students from all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age.

The SRJC DTP has been granted full accreditation for Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics (AND). This program is designed to provide the academic coursework and skill based competency training that will allow students to be eligible to take, and successfully pass, the certification exam of the Commission on Dietetic Registration (CDR) to become Dietetic Technicians, Registered (DTR) and work as entry-level DTRs in the field of Nutrition, Dietetics, and/or Foodservice Management. In addition, we offer coursework that can help prepare students for transfer to a four-year college program to complete requirements to become a Registered Dietitian (RD). (See Nutrition and Dietetics transfer major for RD preparation.)

DTRs, trained in food and nutrition, are integral members of teams in health care, business and industry, public health, foodservice, and research. At SRJC, training focuses on health care where DTRs will work cooperatively with Registered Dietitians to screen clients for nutritional risk, assist in their nutritional care, and supervise food production and service.

In California, a "Dietetic Technician Registered" is legally defined through a Scope of Practice law (Business and Profession Code Section 2585-2586.8), which requires that Dietetic Technicians be registered by the Commission on Dietetic Registration, the credentialing agency of the Academy of Nutrition and Dietetics (CDR/AND), 120 South Riverside Plaza, Chicago, IL, 60606-6995, phone 312-899-0040.

SRJC's DT program provides the following qualifications for registration eligibility:

1. Associate degree from a US regionally accredited college
2. Successful completion of an ACEND-accredited didactic DT (Dietetic Technician) program and

3. Completion of 450 hours of supervised practice within an ACEND-accredited DT program
DT Program graduates can become registered when they have completed all program requirements, including passing all required DT Major courses with a grade of C or better and documenting all ACEND competencies for entry level DTRs, receive a verification statement of requirement completion, and have passed the CDR's Registration Exam for Dietetic Technicians. See page 11 of this handbook for a list of all ACEND DT competencies. See pages 18+19 of this handbook for more information about the CDR exam.

Courses required for the DT program will be scheduled during the Fall and Spring semesters. Information about the starting and ending dates for each semester as well as any dates for which the college will be closed and/or classes will not be held is printed in the Santa Rosa Junior College's Schedule of Classes and is available online at http://www.santarosa.edu/schedules/academic_calendar/

Graduates of an ACEND/AND accredited Didactic Program in Dietetics, with an original verification statement and official transcript, may be able to waive some requirements for the Dietetic Technician major. See the Dietetic Technician Program Coordinator for information.

Transcripts and Foreign Credential Evaluations

SRJC recognizes lower division coursework that meets the requirements for an Associate Degree. Courses taken at other colleges identified by the DT program coordinator or an academic counselor as being equivalent or higher can be used to fulfill program requirements for the purposes of graduation and verification of DTR eligibility. Official transcripts can be evaluated by the DT program coordinator or an academic counselor.

Credit for prior learning is not awarded for supervised practice hours.

The SRJC DT Program is unable to evaluate college coursework completed outside the United States. Please contact an SRJC Academic Counselor at (707) 527-4451 to assist you with the next steps to take to get foreign transcripts evaluated.

Dietetic Technician Program Mission, Goals and Outcome Measures:

Mission:

The mission of the Dietetic Technician Program is to provide both academic and experiential learning environments that prepare graduates to be competent entry-level nutrition and dietetics technicians, registered.

Goal #1: Program graduates will be competent entry-level nutrition and dietetics technicians, registered.

Outcome Measures:

- 1) “At least 80% of students complete program requirements within 3 years. (150% of planned program length)”.
- 2) “At least 70% of program graduates take the CDR credentialing exam for nutrition and dietetics technicians within 12 months of program completion”.
- 3) “The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for nutrition and dietetics technicians is at least 70%”.

DT program graduates will be surveyed at graduation and at one-year post-graduation.

Goal #2: Program graduates will be competently employed as nutrition and dietetics technicians, registered in the field of nutrition and dietetics, foodservice, or a related field.

Outcome Measures:

- 1) “Of graduates who seek employment, at least 70% are employed in nutrition and dietetics or related fields within 12 months of graduation”.
- 2) “At least 80% of surveyed employers will rate program graduates as competent entry-level nutrition and dietetics technicians, registered.”

The DT Program will survey local employers annually to collect information about the knowledge, skills, and overall work-based competency levels of our program graduates in the areas of nutrition, dietetics, and/or foodservice.

STUDENT LEARNING OUTCOMES for SRJC DIETETIC TECHNICIAN PROGRAM

Upon successful completion of the Santa Rosa Junior College Dietetic Technician Program the student will demonstrate the knowledge, skill and ability to:

1. Take and pass the Commission on Dietetic Registration (CDR) Exam for Dietetic Technicians, Registered (DTR) or be prepared to continue education in nutrition, dietetics, or foodservice at a higher level.
2. Communicate clearly and professionally as a Dietetic Technician, Registered, in written and verbal formats.
3. Apply basic knowledge of nutrition and physiology in assisting individuals with health promotion and disease prevention.
4. Prepare nutritional care plans for and provide counseling to clients from diverse cultural and social backgrounds at various stages in the lifecycle.
5. Manage cost control, purchasing, inventory, meal production, employee scheduling and supervision of foodservice workers for safe and sanitary commercial food production.
6. Use leadership skills to motivate employees to work as a team in an efficient and effective manner that meets or exceeds client expectations.
7. Exhibit professional behaviors in all aspects of work as competent DTRs.
8. Meet workforce needs for DTRs.

Required Program Courses and Proposed Sequence for the Dietetic Technology Major

Semester	Course Number and Course Title	Units	Sem
Semester 1	FDNT 10*: Elementary Nutrition	3*	FSX
	DIET or FDNT 70: Introduction to Nutrition, Dietetics and Food Service	1	FS
	DIET 50: Sanitation and Safety	2	F
	LIR 10*: Introduction to Information Literacy	1*	FSX
	PHYSIO 58: Intro to Human Physiology	3	FSX
	English 1A or equivalent*	4*	FSX
Semester 2	DIET 176/176L: Applied Diet Therapy	4	S
	FDNT 75: Principles of Foods	3	S
	COUN 91 or DIET 191: Counseling and Group Facilitation Skills in Healthcare	3	FS
	PSYCH 1A*: General Psychology	3*	FSX
	Humanities, American Institutions, or American Cultures GE class*	3	FSX
Semester 3	DIET 55: Food Production Management	3	F
	DIET 107.1/107.1L: Supervised Field Experience, Semester 1	5*	F
	(Pre-requisites: DIET 50, 176, FDNT/DIET 70 + COUN 91/DIET 191)	3*	FSX
	Humanities, American Institutions, or American Cultures GE class*	3*	FSX
	(Fulfillment of Math competency requirement for AS* if not already met) **		
Semester 4	DIET 52: Management Training Techniques	2	S
	DIET 107.2/107.2L: Supervised Field Experience, Semester 2	5*	S
	(Pre-requisites: DIET 50, 176, FDNT/DIET 70 + COUN 91/DIET 191)		
	COMM 1, COMM 6, OR COMM 60: Communication	3*	FSX
	Humanities, American Institutions, or American Cultures GE class*	3*	FSX
	Humanities, American Institutions, or American Cultures GE class*	3*	FSX
Total	Total units	60 **	

F= Fall; S= Spring; X= Summer

* This course partially satisfies General Education requirement for Associate Degree.

** A minimum of 60 units is required for the Associate Degree award. If any requirement, such as math competency, is met without course completion, elective course(s) must be completed to meet the 60 unit minimum.

REQUIREMENTS FOR PROGRESSION IN THE PROGRAM

Students must complete placement tests for Math and for English and/or have satisfied the Associate degree requirement for both Math and English prior to being considered enrolled in the DT program.

All courses must be completed within the last five years and must be passed with a letter grade of “C” or higher. Progression in the program requires successful completion of all courses and prerequisites. Courses identified by the Program Coordinator as being equivalent or higher can be used to fulfill program requirements for the purposes of graduation and verification of DTR eligibility. Example: Physiology 1 can be substituted for Physiology 58.

Applicants who have completed required courses within the last five years will be given credit. Applicants who have completed required courses more than five years ago may request a waiver of program policy given by the DT program coordinator or on the basis of current knowledge. Current knowledge may be demonstrated by:

1. Recent verified work experience in nutrition, food service or a closely related field.
2. Higher level courses completed within the last five years for which the required DT course was a prerequisite, e.g. completion of Psych 1A more than five years ago and completion of more advanced Psychology course within the last five years.

The DTP Program Coordinators will monitor student performance throughout the program to provide for early detection and support of academic difficulty. If there are concerns about students’ performance in meeting program requirements, they will be addressed promptly and adequately to facilitate students’ progression in the program. The Health Sciences department has tutoring available, if needed for academic success.

Upon completion of all program requirements, including completion and documentation of all ACEND Diet Tech competencies, students will receive a verification statement of program completion to document eligibility to sit for the CDR registration exam for DTRs, a requirement to work as a dietetic technician in the state of California.

SUPERVISED FIELD EXPERIENCE (SFE): Goals, Requirements and Responsibilities

PURPOSE: Field experience is a valuable means for applying course material to work situations outside the classroom. Through observations and “hands on” experiences, students will become more competent in the area studied and be able to share various means of dietary management used in the field. Supervised Field Experience is for the educational benefit of the DT student only, and is not intended to meet the labor needs of the facility nor substitute for or replace the work of employees. (Fair Labor Standards Act)

GOALS:

1. To reinforce knowledge of the health care and non-health care nutrition and dietetics environments and the functioning of these services within the health care system and other agencies.
2. To provide opportunities for application of knowledge and skills and development of competencies expected of entry level Dietetic Technicians with a variety of clients in a variety of settings, including foodservice management, clinical nutrition, and health promotion in the community.
3. To introduce students to additional knowledge and skills as practiced by those currently employed in the fields of Nutrition and Dietetics.

STUDENT RESPONSIBILITIES:

1. **General:** As a Santa Rosa Junior College student enrolled in our Dietetic Technology Program, you reflect and will influence the ongoing relationship between your field sites and our college, program and students. In addition, your work performance influences your long-term employment potential! Therefore, your professional conduct at all field sites is expected; your questions to help ensure that each field experience meets its intended objectives are welcomed; and your constructive, professional feedback to your field preceptor, instructor and/or the program coordinator are appreciated.
2. **Pre-placement clearances:** Students are required to abide by the policies of the clinical facility and dietary department while at the field site. When in doubt, ask your field preceptor about any specific policies or interpretations of policy: such as: COVID-19 immunization or screening requirements, drug screening, etc.
TB Test: Students are required to have proof of a screening test for TB, before starting SFE rotations.
Immunizations: Requirements vary by site, check with instructor PRIOR to beginning of SFE.
Physical Exam: Some Supervised Field Experience rotations require proof of a physical in the last year.
SRJC Student Health Services (SHS): TB screening is available through SHS. Other required health screenings and immunizations may also be available through SHS. Check with SFE facility and then SHS for more details:
www.santarosa.edu/for_students/student-services/student-health-services/
Background Check and Fingerprinting: Prior to beginning Supervised Field Experience, all students must have a background check with Verify Students www.verifystudents.com and fingerprinting completed. See program coordinators for details.
3. **Identification:** You are required to carry/wear a SRJC identification card with your photograph on all Supervised Field Experience rotations. www.santarosa.edu/for_students/student_resources/cybear/
4. **Transportation:** Students are required to furnish transportation to and from SFE facilities. Students need reliable transportation, as well as auto insurance, if driving their own car to SFE sites. Some SFE sites may require students to commute outside of Santa Rosa, including up to 100 miles, one way. If students live outside of Sonoma County and find their own SFE sites closer to their home, the program is willing to evaluate these SFE sites, and work with these SFE sites to get a contract in place between SRJC and these SFE sites.
5. **Liability:** Santa Rosa Junior College agrees to provide coverage by Workmen’s Compensation and professional liability insurance while students are training at the assigned Clinical Agency.
6. **Attendance:** Students will sign a Memo of Understanding for the required number of hours of SFE for a course at the beginning of the term (semester) of enrollment. Late arrivals and/or early departures from the assigned site could adversely affect your course grade, your ability to complete the DT program requirements, and SRJC’s long-term relationship with the facility.
 - a) You are expected to be in your facility on time and to stay for the assigned/agreed upon time.
 - b) If you must be absent for an excusable reason, call the facility as soon as possible prior to your scheduled time and let your preceptor or other designated contact know of your expected absence.
 - c) Report any change of schedule to the program coordinator as soon as possible.
 - d) Keep an accurate record of actual time spent in the field and at home with assignments. Preceptor will sign off on the time record throughout the rotation and at the conclusion of the rotation.

STUDENT RESPONSIBILITIES, continued:

7. Dress: Dress code for field experiences will depend on the assigned site. Abide by the facility's standards regarding colors of clothing, street clothes vs. uniforms, etc. As is standard in food service, students must wear closed-toed, non-skid soled shoes, and must have a hair net or other hair restraint as required by the facility. No dangling jewelry or other accessories of this type may be worn.
8. Objectives: It is your responsibility to complete all of the objectives for the field experience. Report any problems at least two weeks prior to the completion of your rotation.
9. Reports: You will be required to complete a "Clinical Notebook" documenting work for each rotation, in addition, forms for each scheduled assignment must be completed and signed by the field site preceptor (RD or designee at the field site). Documentation of competency achievement, including work samples and self-assessment, must be kept in your student portfolio until the Program Coordinator verifies completion of all program requirements.
10. Learn and enjoy!!

ADDITIONAL INFORMATION FOR PRECEPTORS AND STUDENTS:

1. The first session should include, or be used exclusively, as a general orientation to the facility. At this time, all students beginning their rotation at the facility can be present at one time for more efficient use of preceptor (or employee designated by him or her) time.
2. Please allow the students **ACTUAL, PRACTICAL, HANDS-ON EXPERIENCE** as much as possible, as time and experience/competence of each student permits.
3. Clean, appropriate attire and hairnet when working in foodservice are requirements for each student. Students will check with each facility preceptor for additional specific instructions.
4. Students and preceptors will review their prepared lists of objectives BEFORE each field experience. Each will know what is to be accomplished during each session. If there is a conflict of interest, the preceptor's choice will take precedence. At the completion of each student rotation, preceptor will complete and sign "Dietetic Technician Competency Evaluation" form and meet with student to review the completed form.
5. Students will bring objective workbook and all finalized written work to the facility each meeting time. All written work must be neat, organized, and readable. Use ink or type/word processing. Completed work from Supervised Field Experiences will make up part of the student portfolio, reviewed at the time of the exit interview for the program for verification purposes.

SUPERVISED FIELD EXPERIENCE (SFE): Student Competency Evaluations

1. Written course objectives will be provided to both students and preceptors for each course. Student strengths and areas for improvement will be periodically identified to provide each student the opportunity for further development or improvement during the field experience courses. These evaluations are intended to help ensure that students are maintaining a complete portfolio documenting program progress and are prepared for entry-level work by the conclusion of the DT program.
2. At appropriate times in each rotation, usually midway, individual conferences will be held with students to discuss progress towards competency achievement (see "Documenting Competencies", below). The course instructor will conduct student evaluations with input from field experience preceptors, student self-evaluation, and instructor evaluation.
3. A final evaluation will be written and signed by both instructor and student and placed in the student's file. An evaluation conference with each student for the purpose of discussing the supervised field experience evaluation will be conducted.
4. If the student fails to meet with the instructor for the evaluation conference, a copy of the evaluation will go in the student's file noting that student did not meet with the instructor.

Documenting Competencies

- A. Students will submit a portfolio documenting completion of each of the current competencies for entry-level Dietetic Technicians (see list of competencies, below). Each competency must be addressed on a separate page as follows. (Abbreviated entries are provided as examples)
1. Write out number and competency description directly from competency list.
Examples:
 - a. CNDT 3.3 Provide nutrition and lifestyle education to well populations OR
 - b. 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.
 2. Date and Facility at which competency was demonstrated. (some competencies may require more than one)
 3. Purpose and goal of selected activity, including description of target client or population
Examples:
 - a. Develop educational material for a target population to help promote intake of iron-rich foods. I chose grade school parents and snacks with high iron content OR
 - b. Perform nutrition screening on patients to assist the RD with identification of high-risk patients
 4. Description – Describe the activity that took place.
Examples (include more detail, but start with basic description):
 - a. I developed a flyer with colorful graphics that focused on high iron snack foods for children
 - b. I screened an elderly Hispanic woman diagnosed with Type 2 Diabetes who had recently been admitted to a long-term care facility
 5. Outcome/Evaluation: What happened? Was the activity successful in reaching your goal? What would you do to make it better next time? Include self-evaluation of your skill level related to this competency.
Examples:
 - a. The flyer was distributed at back to school night. Positive feedback was received from several parents; many asked for a Spanish version. Putting information in both English and Spanish would have made it useful for more parents. (goal was partly met).
 - b. I interviewed client for food likes and dislikes and did a calorie count of one day's food intake. On consultation with the RD, we planned to meet with client to assess her understanding of foods that would be best for managing her diabetes. Lab work indicated that this was a medium risk client. I'm confident in my ability to collect data from a variety of clients and to complete a calorie count.
 6. Place samples/examples **behind** the related competency. If material applies to more than one competency, place notation with the 2nd competency indicating location of backup material.
Examples:
 - a. Place a flyer sample behind the documented competency along with an estimate of how many flyers were taken, how many people saw/used the flyer or other information documenting the activity. Include estimate of expenses.
 - b. For all individual client interviews, include copy of Nutrition Care Plan, chart notes, or other relevant material after striking all confidential information, such as patient name and/or identification number, before leaving the facility.
- B. The preceptor will evaluate the documented competencies to verify accuracy of activity and to assess the skill level as described on the SFE Competency Signature Form. The preceptor will critique the work prepared by the student and the student will make any recommended/ necessary changes before considering the project completed.
- C. The instructor will review student documentation, evaluate quality of work presented, and verify that the competency was met. The instructor will assess each recorded competency based on quality of work, complete presentation of required material documenting skill level, and write up of learning experience, INCLUDING STUDENT SELF-EVALUATION. The instructor will assess if the competency activity meets all parts of the intended learning outcome (some competencies have multiple parts). Students may need to repeat activities related to a competency to improve proficiency or better align learning with intent. All competencies must be documented for program completion and receipt of verification statement, which is required to take the DTR exam.

The program's curriculum must prepare students with the following core knowledge and competencies:

1. Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

Knowledge

Upon completion of the program, graduates are able to:

- KNDT 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions related to the dietetics technician level of practice.
- KNDT 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.
- KNDT 1.3 Apply critical thinking skills.

Competencies

Upon completion of the program, graduates are able to:

- 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.

2. Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics technician practitioner level of practice.

Knowledge

Upon completion of the program, graduates are able to:

- KNDT 2.1 Demonstrate effective and professional oral and written communication skills sufficient for entry into technical practice.
- KNDT 2.2 Demonstrate effective interviewing and education methods for diverse individuals and groups.
- KNDT 2.3 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Nutrition and Dietetics Technician, Registered and the Code of Ethics for the Profession of Nutrition and Dietetics.
- KNDT 2.4 Identify and describe the work of interprofessional teams and the roles of others with whom the nutrition and dietetics technician, registered collaborates in the delivery of food and nutrition services.
- KNDT 2.5 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.

- KNDT 2.6 Explain legislative and regulatory policies related to nutrition and dietetics technician level of practice.
- KNDT 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
- KNDT 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization
- KNDT 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

Competencies

Upon completion of the program, graduates are able to:

- 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 Practice for the Nutrition and Dietetics Technician, Registered, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and 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 Actively contribute to nutrition and dietetics professional and community organizations.
 - CNDT 2.8 Demonstrate professional attributes in all areas of practice.
 - CNDT 2.9 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.
 - CNDT 2.10 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
3. Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.

Knowledge

Upon completion of the program, graduates are able to:

- KNDT 3.1 Demonstrate an understanding of the Nutrition Care Process and clinical workflow elements for nutrition screening for referral to the registered dietitian nutritionist, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice.
- KNDT 3.2 Develop an intervention to effect change and enhance wellness in diverse individuals and groups.
- KNDT 3.3 Develop an educational session for a target population.
- KRDT 3.4 Plan nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

Competencies

Upon completion of the program, graduates are able to:

- 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 Practice for the Nutrition and

Dietetics Technician, Registered 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 literacy level of the audience.
- CNDT 3.6 Present an educational session to a target population.
- CNDT 3.7 Perform supervisory functions for purchasing, production and service of food that meets nutrition guidelines, cost parameters and health needs.
- CNDT 3.8 Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals.

4. 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.

Knowledge

Upon completion of the program, graduates are able to:

- KNDT 4.1 Define management functions of human resources.
- KNDT 4.2 Explain budgeting principles and techniques.
- KNDT 4.3 Apply safety and sanitation principles related to food, personnel and consumers.
- KNDT 4.4 Identify health care delivery systems and policies that impact nutrition and dietetics technician practice.
- KNDT 4.5 Describe the processes involved in delivering quality food and nutrition services.

Competencies

Upon completion of the program, graduates are able to:

- CNDT 4.1 Deliver nutrition services through quality improvement and customer satisfaction activities.
- CNDT 4.2 Perform supervisory, education and training functions.
- CNDT 4.3 Use current information technologies to develop, manage and disseminate nutrition information and data.
- CNDT 4.4 Assist in developing 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.

5. Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

Knowledge

Upon completion of the program, graduates are able to:

- KNDT 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- KNDT 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- KNDT 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for support, presenting an elevator pitch).

- KNDT 5.4 Practice resolving differences or dealing with conflict, as appropriate.
- KNDT 5.5 Promote team involvement and recognize the skills of each member.
- KNDT 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Competencies

Upon completion of the program, graduates are able to:

- CNDT 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- CNDT 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- CNDT 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CNDT 5.4 Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
- CNDT 5.5 Promote team involvement and value the skills of each member.
- CNDT 5.6 Mentor others.
- CNDT 5.7 Identify and articulate the value of precepting.

Documenting Competencies / Compiling Portfolio

Upon completion of the DT program, students will have a portfolio documenting acquisition of the knowledge, skills, and competencies of entry level Dietetic Technicians, compiled during required classes and supervised field experiences.

The DTP portfolio will include

- (1) examples of work and other materials documenting achievement of core DT knowledge, skills, and competencies;
- (2) self-assessment of work related to DT competencies and program goals; and
- (3) preceptor and instructor evaluations.

Students will submit portfolios to be reviewed at least once, approximately midway, during each term of enrollment in SFE courses, at which time progress towards program completion will be evaluated, and recommendations will be made and recorded.

During the last semester of enrollment, each student will participate in an exit interview to present evidence of acquisition of all knowledge, skill and competencies expected of entry-level Dietetic Technicians, as evaluated by program instructors and supervised field experience preceptors, and as documented in the portfolio format.

Verification Statement

The Verification Statement is an official document provided by the Program Director verifying that the graduate has demonstrated the knowledge, skills and professional competencies required of an entry-level dietetic technician.

Upon receipt of official documentation of completion of the Dietetic Technician AS degree or other qualifying degree and documentation that the student has completed all ACEND-accredited/approved Dietetic Technician Program requirements (didactic and supervised practice), including documentation of completed DT competencies, student will participate in an individual exit interview at which time a Verification Statement will be issued. A Verification Statement is required to take the Registration Examination for Dietetic Technician, Registered (DTR).

For students who have previously completed an associate or higher degree, a Verification Statement can be given upon completion of Dietetic Technician Program requirements (didactic and supervised practice) including documentation of completed DT competencies.

Guidelines for Handling Training-Related Injury/Exposure to Hazardous Substances

Students injured on campus will report to the Health Services office in the Race Building. When an injury or the condition of the student does not allow this, call Health Services (527-4445) and/or 911 if appropriate.

All clinical injuries must be handled through **Kaiser Occupational Health** or Emergency room. Student and instructor at the clinical site may administer first aid before accessing the Kaiser Occupational Health Center.

During hours other than weekdays between 8 am and 5 pm, injuries and exposures will be treated at the Kaiser Medical Center Emergency Room. In the event of a life-threatening emergency or blood and/or body fluid exposure, the student will be seen on site in the clinical agency's emergency room, if available.

In all instances of injury or exposure, the instructor is to be notified immediately even if not on site.

WORKERS' COMPENSATION INFORMATION FOR DIET TECH STUDENTS:

Contact for WC Claims: Susan Muskar, Human Resources Analyst
707-524-1624 phone 707-527-4967 fax

1. **Notify HR immediately when a student is injured.** The following students are covered by SRJC's Worker's Compensation Insurance:
 - Students enrolled in health occupation programs or internship programs while performing their occupational or internship duties in the community (i.e., students/interns working on patients at an off-site facility); and
 - Student employees that are paid by SRJC
2. **Ask if student needs medical attention.** If injury is an emergency, call 527-1000 for District Police or 911, if offsite. If the injury is an exposure, or another type of injury, the student should access treatment from Kaiser (student does not need to be a Kaiser member for occupational injuries). Call for an appointment if the injury occurs during normal business hours. If the injury occurs outside of normal business hours the student should go to the closest Kaiser ER.

If the injury is a **Blood or Bodily Fluid Exposure**, send the student and the source patient to Kaiser for testing, immediately. If the incident occurs outside of the Kaiser Occupational Health area (Santa Rosa, Rohnert Park, Petaluma or San Rafael), please send the student to the nearest medical facility for testing.

Santa Rosa: Kaiser Occupational Health Dept. Medical Office Building 5 3975 Old Redwood Highway, Suite 152 Santa Rosa, CA 95403 (707) 566-5555 (M-F 8:30am - 5:00pm) (707) 393-4800 (ER 24 hours)	Petaluma: Kaiser Occupational Health Dept. 3900 Lakeville Hwy. Petaluma, CA 94954 (707) 765-3800 (M-F 8:30am - 5:00pm) (707) 765-3960 (Tu and Th 5:00pm - 7:30pm)
San Rafael: Kaiser Occupational Health Dept. Medical Office Building 1 99 Monticello Road San Rafael, CA 94903 (415) 444-2900 (M-F 8:30am - 5:00pm) (415) 444-2400 (ER 24 hours)	Rohnert Park: Kaiser Occupational Health Dept. 5900 State Farm Drive Rohnert Park, CA 94928 (707) 206-3091 (M-F 8:30am - 5:00pm)

3. If the student seeks medical treatment, **send the student to Human Resources to complete additional paperwork ASAP.** This paperwork must be completed and returned to our insurance carrier, Keenan & Associates, **within 24 hours of notice of the injury.** If the student goes home, Human Resources must be notified so that the forms can be mailed to the student.

FORMS REQUIRED FOR STUDENT INJURIES: Please complete and return these forms immediately:

1. When a student is injured, which includes first aid, complete:
 - **SRJC Incident Report** – return to Health Services, copy to Human Resources.
2. ** If the student requires medical treatment or has a blood or bodily fluid exposure, complete:
 - **SRJC Incident Report** – return to Health Services, copy to Human Resources
 - **Supervisor’s Report of Injury** – fax to Human Resources (527-4967)
 - **Training/Work-Related Injury/Exposure Treatment Authorization** - fax to Human Resources (527-4967)
3. If the student is exposed to a blood or bodily fluid with a contaminated instrument (sharps), complete:
 - **SRJC Incident Report** – return to Health Services, copy to Human Resources
 - **Supervisor’s Report of Injury** - fax to Human Resources (527-4967)
 - **Training/Work-Related Injury/Exposure Treatment Authorization** - fax to Human Resources (527-4967)

PROGRAM COMMUNICATION CHANNELS

Communication is essential to the education process. There are several avenues through which students and faculty may formally or informally share information. Students may discuss their problems and concerns with their instructors in the program. In addition, the Program Coordinator is available to meet with students. Students are invited to attend faculty meetings (scheduled approximately once a month) and Advisory Committee meetings (scheduled once in the fall and once in the spring semester). The college counselors and staff are also available to students by appointment.

When a student has a concern or problem involving course work in the program, peers, supervised field experience agency and/or staff, the first level of communication is to the instructor in the course. If resolution is not reached at that level, the student may make an appointment with the Program Coordinator and/or the Consumer and Family Studies Department Chair to further discuss the issue. If the issue remains unresolved, the student may utilize the College Grievance Procedure described in this handbook, and also available in the College Catalog, on the SJRC website (www.santarosa.edu), and posted on the student bulletin board in Bailey Hall on the Santa Rosa campus.

Any individual, for example, student, faculty, dietetics practitioner or member of the public, may submit a complaint about the DT program to the following:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)
120 South Riverside Plaza
Suite 2190, Chicago, IL 60606-6995

ACEND® has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND®. However, the ACEND® board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

<https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>

DIETETIC TECHNICIAN PROGRAM ESTIMATED EXPENSES for CALIFORNIA RESIDENTS

All students are required by state regulations to pay an enrollment fee. Details about exemptions, waivers, deferments, and grants related to fees are available in the Financial Aid Office at the Santa Rosa Campus: (707) 527-4471.

Non-Resident and International Student Tuition

A California resident is one who has established legal residence for one year and one day prior to the first day of instruction. Non-Resident Students, including International Students are required by the state to pay a non-resident fee (currently \$176.00 per unit) in addition to the Capital Outlay fee (currently \$28 per unit), in addition to the enrollment fee. Please refer to the fee schedule in the Schedule of Classes for current enrollment and tuition fees. www.santarosa.edu/app/fees-payments-deadlines/fees-schedule/index.shtml Note: AB540, Exemption from Non-Resident Tuition for certain eligible California high school graduates, became effective Jan 1, 2002. Please refer to B 540 California Non-Resident tuition Exemption for more details.

First Semester – recommended sequence of Courses

Tuition – 15 units (\$46/unit)	\$ 690.00
SRJC Health Fee and Student Representation Fee	\$ 20.00
Textbooks (required only, approximate for new books)	\$ 690.00
Miscellaneous learning supplies (i.e. paper, pencils, scantron, binders, etc.)	\$ 25.00

Second Semester – recommended sequence of courses

Tuition – 15 units (\$46/unit)	\$ 690.00
SRJC Health Fee and Student Representation Fee	\$ 20.00
Course Fee (FDNT 75)	\$ 125.00
SFE Screen (CastleBranch: background check/drug screen/fingerprinting/immunizations)	\$ 150.00
Textbooks (required only, approximate for new books)	\$ 430.00
Miscellaneous learning supplies (i.e. paper, pencils, scantron, binders, etc.)	\$ 25.00
EhrGo Semester Access	\$ 65.00

Third Semester – recommended sequence of courses

Tuition – 15 units (\$46/unit)	\$ 690.00
SRJC Health Fee and Student Representation Fee	\$ 20.00
Textbooks (required only, approximate for new books)	\$ 370.00
Miscellaneous learning supplies (i.e. paper, pencils, scantron, binders, etc.)	\$ 25.00
EhrGo Semester Access	\$ 65.00

Fourth Semester – recommended sequence of courses

Tuition – 15 units (\$46/unit)	\$ 690.00
SRJC Health Fee and Student Representation Fee	\$ 20.00
Textbooks (required only, approximate for new books)	\$ 195.00
Miscellaneous learning supplies (i.e. paper, pencils, scantron, binders, etc.)	\$ 25.00

Additional Expenses

Associated Student Membership (optional) per semester	\$ 15.00
Photo ID (required for use of campus labs and libraries and for SFE identification)	\$ 5.00
Parking fees – (SRJC: \$60 per Semester or \$4.00/day)	\$ 240.00
Graduation Expenses (recommended - approximate)	\$ 50.00

Total Estimated Costs of the program

\$5,340.00

Post-Graduation Fees and Other Related Expenses

Dietetic Technician, Registered, Exam	\$ 120.00
Dietetic Technician Annual Registration Fee	\$ 60.00
Academy of Nutrition and Dietetics Annual Membership dues (recommended)	
Student fee \$ 58.00	Active Membership \$ 234.00
	Processing Fee: \$ 25.00

*If taking courses online or in a hybrid modality, please see DT program coordinator for technology costs/requirement, such as: a computer or laptop with a functioning camera and reliable internet access.

Registered Dietetic Technician Testing and Credentialing Process

The Commission on Dietetic Registration (CDR) is the credentialing agency for the Academy of Nutrition and Dietetics. Students who have received a Dietetic Technician Verification Statement after meeting all requirements of Santa Rosa Junior College's Dietetic Technician Program (DTP) will be eligible to apply to CDR to take the Registration exam to be credentialed as a Dietetic Technician, Registered (DTR).

All candidates approved as examination eligible for the first time automatically receive an examination application from the testing service. Candidates who established eligibility previously must request an examination application. Candidates must contact the Commission on Dietetic Registration, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, by telephone (312/899-4859) or by fax (312/899-4772) to request an examination application.

It will be the responsibility of the student to fill out the application for the Pearson VUE educational testing service for testing. Do not make the appointment for the computer testing until you have your authorization to test letter. If you do, and you do not receive your letter, you may not be able to get a refund. The CDR will forward information for application to the educational testing service once it has received the application from the candidate and all appropriate SRJC forms are received. **Candidates must register and test within one year (365 days) from the date they are eligible to test.**

CDR's testing agency, Pearson VUE, has a testing network to administer the examinations at several approved test sites nationwide. Examinations are administered year-round, Monday through Friday, with some centers also open on Saturdays. Eligible candidates call a toll-free number to schedule an appointment to take the examination. This format allows the candidate flexibility for making his/her own testing appointments at the testing center after receiving authorization to test from CDR.

After completing the examination application and sending it to CDR, graduates will receive an Authorization to Test within approximately 3 to 6 days. Eligible candidates are authorized to test for a one-year period beginning on the date of authorization indicated in the Authorization to Test Letter sent to the candidate by CDR's testing agency, Pearson VUE. Authorization expires when:

- 1) the candidate takes the examination
- 2) the one-year authorization period ends
- 3) the candidate fails to cancel the testing appointment within the specified timeline
- 4) the candidate arrives late for the scheduled testing appointment
- 5) the candidate does not complete the examination during the test appointment.

(See DT registration examination handbook for more details).

The candidate does not need to be computer proficient to take the DTR examination. There will be a short tutorial provided at the beginning of each exam. Resources for preparation are available through the Pearson VUE website: www.pearsonvue.com/CDR Examinees will receive score results onscreen. As they leave the Pearson VUE Center test site following the completion of the examination, they will also receive a printed score report.

CODE OF ETHICS All candidates applying to take the Registration Examinations for Dietitians or Dietetic Technicians must sign the following agreement upon passing the registration examination:

“As a registered dietitian or dietetic technician, registered, I agree to abide by the Code of Ethics for the Profession of Dietetics (www.eatright.org/public/index_8915.cfm) and to hold harmless the Commission on Dietetic Registration or other RDs and DTRs, and CDR employees for their activities in enforcing them.”

For additional information and resources, access the following websites:

Commission on Dietetic Registration: <http://www.cdrnet.org>

Academy of Nutrition and Dietetics: <http://www.eatright.org>

(From AND website, Choose “Shop”, search for “Study Guide for the Registration Exam for Dietetic Technicians”)

Registration Exam for Dietetic Technicians Handbook for Candidates (free download):

https://admin.cdrnet.org/vault/2459/web///2022_CDR_DTR_Handbook_July.pdf

**REGISTRATION EXAMINATION FOR DIETETIC TECHNICIANS
TEST SPECIFICATIONS
January 1, 2022 – December 31, 2026**

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.

AREA:	Percent of Exam:
I. Nutrition Science and Care for Individuals and Groups	41%
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	21%
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	38%
A. Human Resources	
B. Finance and Materials	
C. Marketing Products and Services	
D. Management Principles and Functions	
E. Quality Management, Regulatory Compliance, and Research	

Study Guide:

For CDR's 2022 DTR Study Outline:

<https://admin.cdrnet.org/vault/2459/web/banner/Study%20Outline%202022-2026%20Final%20DTR%20EP%20Approved%209%2026%202020.pdf>

Sample questions can be found online in AND CDR DT Handbook.

Also, see program coordinator for sample practice exams.

General SRJC Student Information

APPLICATION

- First time students visit admissions.santarosa.edu/new-or-returning-students
- File an application in person or go online to www.santarosa.edu/admissions
- When you apply you will be given a permanent student identification (SID) number.
- Be sure to keep that number in a secure place.

In order to file an application, a student must:

- Be 18 years of age or older.
- Be a high school graduate *or*
- Submit a Proficiency Certificate if under 18 years of age.

Applications are available online at www.santarosa.edu (*Choose Apply & Register*), in the Schedule of Classes or from Admissions, Records and Enrollment Services at the Santa Rosa Campus, Petaluma Campus, or the Public Safety Training Center in Windsor.

The application requests detailed information that will identify individual students, including address and phone number, e-mail address, and educational goal, and each student is given a unique and permanent student ID number (SID). To keep this information current and accurate, students should update in person with Admissions & Records using SID and photo ID.

ASSESSMENT

Completion of Associate Degree level English and Math coursework is required for completion of the DT Program. Students should take the placement tests as soon as possible. Students must complete placement tests for Math and for English and/or have satisfied the Associate Degree graduation requirement for both Math and English prior to being considered enrolled in the DT program. Depending on where a student places on the English and Math placements tests, completion of the Math and the English requirements may take multiple semesters of coursework.

- Take Placement Tests to qualify for English, ESL and/or math courses. Drop-in and scheduled appointments for testing are available. For testing schedules and STUDY GUIDES for each test, call (707) 527-4661 (Santa Rosa) or (707) 778-3908 (Petaluma), or go online to www.santarosa.edu/app/placement
Placement testing schedules can also be found in the printed schedule of classes.
- You must have both your photo ID and your student ID number when you go for assessment.
- Students who have taken an English Placement Test and/or a Math Placement Test at another California community college may have their placement test results sent by fax to Assessment Services (707-527-1638). Test results older than three years are not valid.

For special accommodations, such as extra time for testing, contact

Disability Resources Department (DRD) at:

Bertolini Hall, 3rd Floor, (707) 527-4278, for the Santa Rosa Campus

Richard Call Building, Room 600, (707) 778-2491, for the Petaluma Campus

ENGLISH Placement: Students may take the English Placement Test twice per semester. Test results are valid for three years. Students who want to challenge their placement test results after the second try should call Assessment Services for information.

ESL Placement: Students whose first language is other than English may be better served by taking the ESL Placement Test. This test assesses a student's skills and may provide more accurate placement.

www.santarosa.edu/app/placement/English-as-Second-Language/

To make an ESL appointment, call: Santa Rosa 527-4881 (appointments required)
Petaluma 778-3908/778-3914 (no appointment necessary)

MATH Placement: Students may take a Math Placement Test twice per semester. Test results are valid for three years. Because students do not always select the appropriate test, it is possible that the test results will recommend taking a different test.

COUNSELING

- For both new and continuing students, please call (707) 527-4229 (Santa Rosa) and (707) 778-3914 (Petaluma).
- As part of Counseling 370 or in the Welcome Center, meet with a counselor for a MAP (My Academic Plan). This is required for all new students who wish to register in 9 units or more and highly recommended for any new students.

To make the most of counseling:

- Bring transcripts from other colleges.
- Bring AP test scores
- Review the current *Schedule of Classes* in print or online at www.santarosa.edu (Under *Schedules & Catalog*) and make a list of possible courses.

PAYING FOR COLLEGE

- Check into Financial Assistance Options
- Financial Aid: Call 527-4451 (Santa Rosa), 778-3914 (Petaluma), or go online to <https://financialaid.santarosa.edu/>.
- Scholarships: Call 527-4740 or go to www.santarosa.edu/scholarship. Inquire specifically about scholarships specific for Occupational Education and for students in Consumer and Family Studies, Nutrition, Dietetics, and/or Food related majors.

REGISTRATION

- View the Academic Calendar at: <https://admissions.santarosa.edu/academic-calendar>
- View the Schedule of Classes at: <https://classes.santarosa.edu/>
- Register for classes at: <https://admissions.santarosa.edu/register>
- Note the Priority and Open Registration times, and **be sure to use your priority**.
- Students are responsible to drop their own classes if desired through SRJC Admissions: <https://admissions.santarosa.edu/forms>, then find the petition for withdraw from a class: drop/withdraw from a class after the deadline. To request a refund of tuition of fees, find the petition: request a refund/reverse fees.

GET HELP AND GET INVOLVED

- Find out about other college resources and activities that will help you to be successful and engaged as a student at SRJC. Use the SRJC Student Guide www.santarosa.edu/src/PDF/Student-Guide.pdf or www.santarosa.edu (Choose *Student Services* under *For Students*.)

ONLINE TESTING: DISTANCE + HYBRID LEARNERS

- Canvas login and secure protected passwords are used to verify the identity of students.

STUDENT PRIVACY

- Student information and files are stored in the DT and DM program coordinators' password protected computers. Students can view their grades in their SRJC student portals (password protected), and their health records on CastleBranch. The DT program coordinator shares competency evaluation sheets with students through their emails.

STUDENTS WITH DISABILITIES

Students with disabilities who believe they may need accommodations in classes are encouraged to contact Disability Resources on the Santa Rosa Campus at (707) 527-428, Analy Village, Bldg. C; or Disability Resources on the Petaluma Campus at (707) 778-2491, Jacobs Hall, as soon as possible to better ensure such accommodations are implemented in a timely fashion.

ADULT REENTRY SERVICES

Adult Reentry Services provides information and assistance to returning adults (approximately 25 years of age and older) who are beginning or continuing their college education. For more information, call (707) 527-4375 or visit <http://www.santarosa.edu/reentry>.

Santa Rosa Junior College Health Sciences Department

Student Health Services

PHYSICAL EXAM:

A physical examination is required for all students before they begin their Supervised Field Experience rotations.

IMMUNIZATIONS:

Immunization requirements for health care workers, including students, are different than immunization requirements for the general population. These requirements are set by the program/clinical facilities where students provide patient care. Pregnant students need to see their health care provider for guidelines for immunizations when pregnant. For more in depth explanations, please refer to: <http://www.cdc.gov/vaccines/pubs/ACIP-list.htm>.

ATTACH PHOTOCOPIES OF THE FOLLOWING:

1. Tdap within the past ten years. Once one Tdap booster is given, subsequent boosters may be Td.

2. Rubella immunization x 2 or positive Rubella serology titer *

3. Rubeola immunization x2 or positive Rubeola serology titer *

4. Mumps immunization x2 or positive Mumps serology titer * (* Combined MMR vaccine immunization)

5. Varicella immunization (two if given as an adult) or positive Varicella serology titer

6. Hepatitis B Series
 - a. Hepatitis B 1st vaccine (1st month)
 - b. Hepatitis B 2nd vaccine (2nd month) (required for entry to clinical settings)
 - c. Hepatitis B 3rd vaccine (6th month)
 - d. Hepatitis B surface antibody serology (anti-HBs) test 1-2 months after last Hep B immunization. If not immune, contact health care provider to have another series of three immunizations. No additional testing is required after the second series of three immunizations.

7. PPD (Tuberculosis skin test) - annual requirement PPD for health professionals is a two-step booster process for the first PPD, then an annual one step process is required thereafter as long as you stay current with annual skin

testing. The PPD test is given and then read in 48-72 hours. If the first one is negative, the PPD skin test is repeated the following week but no more than 4 weeks later. You must receive the two tuberculin skin tests within a month's time frame to be considered Page 6 of 6 an actual two-step process. Do not have the MMR immunizations immediately before this test.

8. If positive PPD, complete the Tuberculosis Clearance Form which is available in the SRJC Health Science office. Must complete a chest x-ray (within one year of admission). Bring a copy of a recent chest x-ray report to Health Science office for student file.

9. Annual flu (seasonal and H1N1) vaccination is now required by area hospitals based on California Health recommendations. Verification of immunization may be difficult to come by if the vaccination is received at flu clinics in the community setting however, it is required. Each student is to avail themselves of the vaccine at the SRJC Student Health Center, health care provider, or community flu clinics. We will require student's documentation to verify completion of this requirement every fall. The annual flu vaccines usually are released by the CDC by September each year. You will need to have the current vaccine annually. Not for Dental Hospital employees are allowed to decline the flu vaccinations with a signed declination statement. Students however are not employees and clinical settings may decline a student if not fully immunized. Some facilities allow students to wear a mask in lieu of the annual flu vaccine.

*Students completing supervised practice rotations must not be used to replace employees.

Students who are unable to complete their clinical rotations will not meet course objectives and will fail the course. Specific requirements are kept and monitored by CastleBranch.

SRJC ACADEMIC INTEGRITY STATEMENT

Santa Rosa Junior College holds that its primary function is the development of intellectual curiosity, integrity, and accomplishment in an atmosphere of academic freedom. All members of the academic community – student, faculty, staff, and administrator – must assume responsibility for providing an environment of the highest standards, characterized by a spirit of academic honesty and mutual respect. Because personal accountability is inherent in an academic community of integrity, this institution will not tolerate or ignore any form of academic dishonesty.

Academic dishonesty is regarded as any act of deception, benign or malicious in nature, in the completion of any academic exercise. Examples of academic dishonesty include cheating, plagiarism, impersonation, misrepresentation of idea or fact for the purpose of defrauding, use of unauthorized aids or devices, falsifying attendance records, violation of testing protocol, inappropriate course assignment collaboration and any other acts that are prohibited by the instructor of record.

Ed code: 66300-01,76030-37; Policy 3.11
May 2001

SEXUAL HARASSMENT

Sexual Harassment Defined

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, California Government Code Section 11135, California Education Code Sections 210 through 214 inclusive, Title IX of the Education Amendments of 1972 and of Santa Rosa Junior College Policy.

Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made a term or condition of instruction, or
- (2) submission to or rejection of such conduct is used as basis for educational decisions affecting the individual; or
- (3) such conduct has the purpose or effect of unreasonably interfering with a student's work performance or creating an intimidating, hostile or offensive learning environment.

California law defines sexual harassment as unwanted sexual advances or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior. The following is a partial list:

- Unwanted sexual advances
- Offering educational benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct: touching, assault, impeding or blocking movements

Sexual harassment is unlawful whether it involves co-student harassment, harassment by a teacher or instructor, or by persons doing business with or for the college.

Santa Rosa Junior College's Complaint Procedure:

Santa Rosa Junior College's complaint procedure provides for an immediate, thorough and objective investigation of any sexual harassment claim, appropriate disciplinary action against one found to have engaged in prohibited sexual harassment, and appropriate remedies to any victim of harassment.

Students who believe they have been sexually harassed should provide a verbal or written complaint within one year of the harassment to the District Compliance Officer, 527-4303, as soon as possible. The complaint should include details of the incident(s), names of individuals involved, and the names of any witnesses.

SRJC STUDENT CONDUCT STANDARDS AND DUE PROCESS

(This information has been reproduced from the Santa Rosa Junior College Catalog, available online)

PURPOSES

Santa Rosa Junior College holds that its primary function is the development of intellectual curiosity, integrity, and accomplishment. The College further holds that it is in an atmosphere of intellectual freedom and discipline that students can best grow to understand moral, aesthetic, social, and economic values.

GENERAL RESPONSIBILITIES

To further these objectives, the College employs teachers and other staff, maintains physical facilities, and attends to the health and safety of persons on the campuses. The individuals making up the college community are diverse yet interdependent. Their objectives and the framework provided by the College are necessarily complex. Thus, each member of the college community should cooperate in the pursuit by others of their educational objectives and support the College in providing this framework in which teaching, learning, and service are honored. The College has the responsibility to make reasonable efforts to accommodate students with special conditions or needs. All students must be able to benefit from instruction offered at Santa Rosa Junior College. Occasions may arise when a student's physical, medical, and/or psychological conditions may pose undue risk to the student or to others. In these cases, the College has the responsibility to determine that the student's participation is not in the best interest of the student and the College.

COLLEGE CONDUCT STANDARDS

Interference with the college's educational objectives or community life is cause for disciplinary action. All members of the college community and visitors are expected to refrain from such interference including, among others, the following particular types of conduct on college premises and at college-sponsored or authorized activities. Although all staff members representing the College are concerned with the welfare and discipline of students, it is the responsibility of the Vice President of Student Services in concert with the other college offices to see that rules and regulations are maintained. If there are any questions regarding Student Conduct Standards of Due process/Discipline these should be referred to the Vice President of Student Services at Santa Rosa Junior College: (707) 524-1647

STANDARDS OF CONDUCT

Students shall conduct themselves in a manner that reflects their awareness of common standards of decency and the rights of others. Students shall be disciplined only for good cause, which shall include, but not be limited to, the following categories of misconduct.

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College
2. Forgery, alterations, or misuse of College documents, records, or identification
3. Obstruction or disruption of teaching, administration, disciplinary procedures, College activities, or other authorized activities on College premises
4. Physical or verbal abuse of any person on College owned or controlled property or at College sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person
5. Willful misconduct resulting in injury or death to a student or College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District
6. Theft of or damage to property of the College or of a member of the College community or campus visitor
7. Willful or persistent smoking in any area on College property where smoking has been prohibited by law or by regulation of the Board of Trustees of Santa Rosa Junior College
8. Unauthorized entry into College facilities, or unauthorized use of College supplies or equipment
9. Violation of College policies or of College regulations concerning student organization, traffic, the use of College facilities, or the time, place and manner of public expression
10. Use, possession, sale, or distribution of narcotics, hallucinogenic drugs or substances, or any poison classified as such by Section 4160 of the Business and Professional Code on College property or at any College-sponsored event, or appearance on campus or at College-sponsored event after illegal use of narcotic, dangerous drug, or any intoxicant (Schedule D Sec.4160 B.P.C.)

STANDARDS OF CONDUCT, continued

11. Use, possession, or distribution of alcoholic beverages on College property at any College-sponsored event, or appearance on College sites or at any College-sponsored event after consuming alcoholic beverages
12. Disorderly, lewd, indecent, or obscene conduct on College owned or controlled property or at College-sponsored or supervised functions
13. Continued disruptive behavior, failure to comply with directions of College officials acting in the performance of their duties, continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of authority or persistent abuse of College personnel requiring inordinate drains on staff time, resources, and supervision
14. Possession and use of any deadly weapon, threatening persons on College property or at College-sponsored events (P.C.245)
15. Assault, battery, or any threat of force or violence upon a student or College personnel
16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct (E.C. Sec. 76033)
17. Failure to observe precautions that the College deems necessary to insure the safety of the student or others
18. Sexual assault or related physical abuse including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, threat of sexual assault, or conduct that threatens the health and safety of another person

The records regarding disciplinary action and decision or any appeals of any student or students found guilty of violating this conduct standard will be made available to the victim of such assault. (E.C. Sec.76234)

No student shall be removed, suspended, or expelled unless the conduct of which the student is disciplined is related to College activity or College attendance. (E.C. Sec.76036)

Any violation or violations of any law, ordinance, regulation, or rule regulating or pertaining to the parking of vehicles shall not be cause of the suspension or expulsion of a student. (E.C. Sec.76034)

The chief administrative employee at a community college shall, prior to the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the school is situated of any acts of the student, which may be in violation of Section 245 of the Penal Code. (E.C. Sec. 76035)

For information about Forms of Discipline/Penalties as well as potential Disciplinary Procedures, see the full description in the College Catalog or online: http://www.santarosa.edu/schedules/college_catalog/

Students who are found to have violated any of the Student or College Conduct Standards, the SRJC Academic Integrity Standards, Sexual Harassment Code, or other standards of behavior as outlined in this Student Handbook and related to College activity, College attendance, or Dietetic related activities, especially as related to respectful interactions with other students, preceptors and instructors, are subject to Disciplinary Procedures as described in the College Catalog, up to and including receiving a failing grade in the course and/or expulsion from the DT program.

SRJC STUDENT COMPLAINTS/ GRIEVANCES

For complete information, see Student Grievances/Complaints, Board Policy and Procedure 8.2.2 P
http://www.santarosa.edu/enchiridion/2_Procedures/2_Student_Complaints.pdf

WHAT IS A GRIEVANCE?

A grievance is a complaint that an action taken by an instructor or employee of the college is in violation of written campus policies or procedures, or constitutes arbitrary, capricious, or unequal application of written campus policies or procedures.

FORMAL GRIEVANCE PROCESS

When a student feels that he/she has a grievance, the student should first attempt to resolve it by following these steps:

Step 1. Confer with the person against whom he/she has the complaint. The student should make a good faith effort to resolve the problem with the faculty member, staff member, or administrator who is the source of the complaint. If the matter is not resolved at Step 1, then the student may proceed to Step 2.

Step 2. Confer with the immediate supervisor of the person who is the source of the complaint. If the complaint is about an instructor, counselor, or librarian, the immediate supervisor is the Department Chair. If the department chair does not resolve the matter, the student should then confer with the administrative Dean who supervises that department. If the complaint is about another employee of the college, the student should contact that person's supervisor. If the matter is not resolved, proceed to step 3.

Step 3. Confer with a Senior Administrator. The senior administrator is the Vice President who supervises the program or department where the complaint originated. For example, if the complaint or grievance is about an instructor or librarian, the senior administrator would be the Vice President of Academic Affairs. If the complaint is about a grade, the process stops here, as explained below.

Step 4. Grievance. If the student feels that the issue has not been satisfactorily resolved by any of the above actions, a signed grievance form should be submitted to the Vice President of Student Services within six (6) school days after completion of Step 3. This statement should specify the time, place, and nature of the incident that resulted in the complaint.

Step 5. Hearing Board. The Vice President, Student Services within five (5) school days after receiving a completed signed grievance form, will deliver a copy to the person whom the grievance is against and call for formation of a Hearing Board and convene it for a formal hearing to establish facts and recommend action.

GRADES AND ACADEMIC EVALUATIONS

1. A complaint involving grades or academic evaluations should be referred to the Vice-President, Academic Affairs for consideration after completing Steps 1 through Step 3. The Vice-President is limited by the Education Code, cited below.
2. No instructor may be directed to change a grade except in narrow circumstances authorized by Education Code section 76224: "When grades are given for any course of instruction taught in a community college, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith or incompetency, shall be final." In the absence of mistake, fraud, bath faith or incompetence, formal grievances will not be accepted on grading issues.

SUPERVISED FIELD EXPERIENCES
CLIENT CONFIDENTIALITY POLICY

Any information about a client and/or event that occurs in a clinical setting is to be held confidential and may only be discussed in a client care conference or with the student's instructor or preceptor or other field supervisor. For purposes of training and education, discussion of medical nutrition progress and nutrition care and diet modifications or other related care is permitted within the classroom setting, provided individual identity of patient/client/resident is kept confidential.

In the event that a student observes an event or behavior that he/she thinks might be unethical or illegal, the student is to discuss his/her observations with the clinical instructor or supervising preceptor who will provide the student with guidance in dealing with the situation appropriately.

Students will sign this form agreeing to hold confidential all information that comes to them as a result of the student's presence in the Supervised Field Experience rotations. Failure to maintain client/facility confidentiality is considered unprofessional. If the unprofessional behavior is repeated, the student may not be allowed to continue in the clinical setting.

Student will read the following statement, sign in the space provided, and return a copy of this form to the course instructor who will have it placed in the student's file. This document will be maintained only for the purposes of maintaining client confidentiality in classes with clinical components.

I have read and understand the Client Confidentiality Policy outlined above.

I have had an opportunity to have my questions answered regarding this policy.

I agree to comply with the Client Confidentiality Policy in my Supervised Field Experience training.

I understand that my retention in the program will depend on my compliance with this policy.

Student's Name - Please Print

Student's Signature and Date

Dietetic Technician Program

STATEMENT OF UNDERSTANDING AND COMPLIANCE AGREEMENT

Signature Form

I have read, and understand the policies and procedures contained in the **FALL 2023 Student Handbook for the Dietetic Technician Program.**

I have had an opportunity to have my questions answered regarding these policies and procedures.

I understand that I am required to adhere to these policies and procedures while enrolled in the SRJC Dietetic Technician Program.

I have read the three statements above, and I understand the significance of these policies and procedures and agree to abide by them.

Student's Name - Please Print

Student's Signature and Date