



**UNMC Medical Nutrition Education (MNE)
Program**

Student Handbook

2016-2017

Medical Nutrition Education Division
College of Allied Health Professions
University of Nebraska Medical Center
Omaha, Nebraska

Medical Nutrition Education UNMC MNE studentship Program Student Handbook

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University of Nebraska Medical Center
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Medical Nutrition Education Program

Policies & Procedures

Section A – Overview

Schedules and Program Calendar including Vacation and Holidays

The program calendar complies with the University of Nebraska academic calendar semester terms. Students completing the UNMC Dietetic Internship Program requirements (Year 1 of the two-year Master of Medical Nutrition program) are enrolled in clinical courses comprising a minimum of 1320 hours of supervised practice experience that extend through fall, spring and summer terms. Students who pursue the Master of Medical Nutrition degree continue for an additional fall and spring semester to meet coursework and independent research requirements.

See UNMC Student Handbook: Academic Calendar

Section B – Professional Conduct

Professional and Personal Appearance

MNE students are required to maintain a neat, professional appearance in all educational activities. Students who are completing clinical coursework/supervised practice experiences are to adhere to the dress requirements of the host facility. Students whose attire or grooming does not meet the identified standards may be dismissed from the educational activity, resulting in failure to meet requirements of the rotation/ planned experience.

1. The UNMC photo identification (ID) card will be worn in a visible location at all times while on The Nebraska Medical Center/UNMC campus in a student or professional role (see UNMC Policy 6008).
2. MNE students are expected to adhere to the Nebraska Medicine dress policy during all nutrition therapy supervised practice experiences. *See the Nebraska Medicine Human Resource Policy HR09.*
3. MNE students are expected to adhere to the Nebraska Medicine Department of Food Services dress policy during Foodservice Systems Management rotations.
4. MNE students are expected to adhere to dress policies as specified by each affiliating institution/agency as specified during rotations occurring in locations other than Nebraska Medicine facilities.

Section C – Student Affairs

Program Cost to Students

In addition to established tuition charges, the University of Nebraska Medical Center is authorized to assess campus and regental approved student and miscellaneous fees for materials or services provided to Medical Center students, applicants and graduates. Estimated cost information for MNE students is provided on the website for prospective students, following computer match results for matriculating students and during program orientation (attached).

The Office of the Cashier coordinates payment of all tuition, fees, service charges and deposits, and maintains necessary records. Billing statements and payment due dates are distributed to all students.

Section D – Academic Affairs

Program Curricula

Course curricula are approved by the CAHP Curriculum Committee.

Section E – Admission Policies & Procedures

Waiver of Coursework/Planned Experiences

The UNMC Medical Nutrition Education Program will not grant a waiver of coursework or planned experiences included in the curriculum. Credit for past experience may be considered within the context of scheduled rotations by adjusting specific assignments or replacing them with different assignments when the MNE student demonstrates competency attainment to the preceptor and program director. MNE students are encouraged to demonstrate a spirit of lifelong learning and take advantage of opportunities to update and expand their breadth and depth of knowledge, skill and competency attainment.

Section F – Admitted Student Policies & Procedures

Access to Student Records

In accordance with federal law as established in 1974 by the Family Educational Rights and Privacy Act, the University of Nebraska Medical Center maintains the confidentiality of student records and allows students to inspect and review information in their educational records at the Medical Center. UNMC MNE studentship Program Student Performance Evaluations for supervised practice rotations, secured in the program director's office, are maintained as confidential records and may be inspected by the students in accordance with UNMC policy.

Section G – Academic Policies & Procedures

Student Discipline/Termination

Each student in the College of Allied Health Professions (CAHP) shall be afforded due process in matters relating to student discipline. The MNE studentship program is part of an educational institution in which there is an atmosphere of learning, as well as a sense of community. The CAHP prides itself upon the principles of academic integrity, self-respect and individual responsibility. Students enrolled in the CAHP assume an obligation to conduct themselves in a manner compatible with these principles.

The Medical Nutrition Division (MNE studentship program) director holds primary responsibility for student discipline and will adhere to CAHP and UNMC related policies in carrying out this responsibility.

Attendance

MNE students are expected to attend all scheduled classes and clinical (supervised practice) experiences. If the student must be absent, the preceptor/course instructor and program director must be notified (in advance if possible). The program does not include an allocation of sick or personal leave days. If a student must miss scheduled days, the rotation/coursework competencies must be addressed through related activities scheduled at alternate times. The alternate scheduling is at the discretion of the program director.

Failure to report to any assigned clinical course experience (supervised practice rotation) without appropriate pre-approval or notification of illness will be considered unexcused. Students who accumulate unexcused absences will not be able to meet the learning objectives or attain the competencies associated with the course.

Clinical Education/Supervised Practice Experiences (Replacement of Employees)

Clinical courses (supervised practice experiences) will adhere to competency attainment as described in the curriculum and work assignments will be for the purpose of education, i.e., mastery of techniques and reinforcing knowledge. MNE students will not replace employees during their rotations except as planned to demonstrate competence/planned learning experiences. Supervisors (preceptors) of supervised practice experience rotations will be informed of the *U.S. Department of Labor Employment Relationship Under the Fair Labor Standards Act*.

Student Learning Assessment and Performance Evaluation

MNE students are expected to make satisfactory academic progress in all program coursework, including supervised practice rotations. Coursework grades and supervised practice scores are based on an evaluation of professional behaviors, knowledge and theory, and technical competencies. Failure to demonstrate learning progress may lead to academic probation or dismissal from the program.

Procedure for Clinical Evaluations (Supervised Practice Rotations)

Clinical courses are comprised of one or more supervised practice rotations that include demonstration of competency attainment. Student attainment of learning objectives and competencies is evaluated using the Student Performance Evaluation Rubric (SPER) document specific to the rotation. The SPER identifies minimal passing performance and will be provided to the MNE student at the beginning of the rotation. Preceptors will complete the SPER and review it with the MNE student on the final day of the rotation, if possible, or during the following week. For rotations exceeding five calendar days, MNE students may conduct a self-appraisal using the same form and review it with the preceptor. The SPER completed by the preceptor should be signed by the MNE student and preceptor. The signed SPER and the MNE student's self-appraisal should be submitted to the program director by the preceptor within 1-week of completion of the rotation. The program director will retain the SPER document and any supporting materials or counseling notes for a minimum of 30-days beyond the student's final performance appraisal for the clinical course.

Procedure for Didactic Course Evaluations

Didactic course grades are determined by the course instructor, based on the course description provided at the beginning of the course. Grades will be assigned using the grading scale published in the CAHP policies and procedures (A-6). Students must maintain a cumulative grade point average (GPA) of at least 3.0 for successful completion of the program. The course instructor will retain custody of materials used to determine the student's grade, i.e., exams, papers, portfolio items, for at least 30 days after notice of the student's final course grade OR make reasonable effort to return such materials to the student's custody. If the course instructor is notified of a student's intent to file a grade appeal while the materials remain in the course instructor's custody, extraordinary care for the materials must be taken until such time as the appeal is resolved.

Student Appeals of Academic Evaluations

Student appeals of supervised practice evaluations or academic evaluations will be addressed in accordance with policies of the College of Allied Health Professions and UNMC.

Academic Probation

Students must complete all supervised practice rotations maintaining a score of $\geq 80\%$ for professional conduct, $\geq 80\%$ for knowledge/cognitive learning, and $\geq 80\%$ for skill/application as delineated in the Student Performance Evaluation Rubric (SPER) documents. Students must maintain a cumulative grade point average (GPA) of at least 80% for all program coursework. Students who do not maintain satisfactory progress may be placed on academic probation. A student placed on probation must be provided with a remediation plan with a clear timeline to move back to "Satisfactory academic standing." Probationary status will not appear on the student's transcript.

Academic Probation is a temporary status, meaning that a student placed on probation must either:

1. Successfully complete his or her remediation plan in the specified time frame in order to return to "Satisfactory academic standing," or
2. If the remediation plan is not successfully completed in the specified time frame, be subject to the potential for further sanction, including a required leave of absence, voluntary withdrawal or dismissal.

Leave of Absence

A leave of absence request for medical or personal reasons must be submitted in writing to the program director with appropriate supporting documentation. If a leave of absence is approved, the student will agree to re-enter the program at a time designated by the program director to accommodate scheduling of remaining rotations. An extended leave may require that the student repeat designated planned experiences as specified by the program director. Only in rare instances will a leave be approved for more than 15 weeks.

Graduation and Program Completion Requirements

Completion of Year 1 of the Master of Medical Nutrition program will meet requirements of the UNMC Dietetic Internship Program and issuance of the Verification Statement per the following criteria:

1. The MNE student has demonstrated competence as an entry-level practitioner through satisfactory completion of all scheduled clinical courses comprising the required supervised practice rotations.
2. The MNE student has received passing grades in all required academic courses, unless an exception is approved by the program director.

At the time students/graduates receive the signed Verification Statements, the program director will submit required information to the Commission on Dietetic Registration to support eligibility for the Registration Examination for Dietitians.

Students who elect to not pursue the Master of Medical Nutrition degree, will apply for a Post-Baccalaureate Certificate as they complete the Year 1 curriculum requirements.

Students who pursue the Master of Medical Nutrition degree will complete Year 2 of the curriculum requirements.

All MNE students must complete an Application for Degree in the Student Records Office.

Section H – Non-Academic Policies & Procedures

Travel

The term “travel” is defined as an absence from the campus during normal work or instructional schedules for the purpose of conducting University business. Travel must be authorized in advance by the program director. A blanket travel authorization is completed for the MNE students.

Students are responsible for travel expenses and for personal auto insurance.

Student Professional Liability Insurance

MNE students, as students of the University of Nebraska Medical Center, are provided liability insurance within the provisions of the affiliation agreement for clinical education.

“UNMC students engaged in clinical activity associated with their designated course of study are covered under UNMC’s professional liability insurance. UNMC maintains as its own expense professional liability insurance for claims under the Nebraska Hospital-Medical Liability Act for bodily injury or death on account of alleged malpractice, professional negligence, failure to provide care, breach of contract or other claim based upon failure to obtain informed consent for an operation of treatment, and for claims not falling under the Nebraska Hospital-Medical Liability Act for bodily injury or death on account of alleged errors or omissions or negligent acts in the performance of professional services rendered or that should have been rendered.”

See UNMC Policy 6052: Contract or Agreement for Student Training Policy

Student Health Services

MNE students, as full-time students, have access to Student Health Services as delineated in the UNMC Student Handbook.

UNMC Student Handbook: Student Health Services

Student Health Insurance

MNE students are classified as full-time students and are required to have inpatient health insurance. The University contracts with insurance carriers to provide appropriate insurance. Students are required to purchase hospitalization insurance unless a waiver form is completed showing comparable coverage through a parent, spouse or private insurance plan.

UNMC Student Handbook: Insurance

Access to Counseling and Testing Services

MNE students, as UNMC students, have access to a variety of support services as specified in the UNMC Student Handbook. Service descriptions and access information are provided, as follows, in the *UNMC Student Handbook*:

Academic Success Programs
Services for Students with Disabilities
Counseling and Student Development Center
Ombudsperson for Students

Access to Financial Aid Resources

The University of Nebraska Medical Center provides several financial aid opportunities to assist students in financing their health professions education. MNE students, as UNMC students, can access financial aid information and assistance as described in the *UNMC Student Handbook*:

Financial Aid
Student Financial Services

Withdrawal and Refund of Tuition and Fees

Withdrawal and refund of tuition is addressed as delineated in the UNMC Student Handbook. Tuition and fee schedules, tuition refund schedules and drop/add policies are published on the Student Policy Wiki.

UNMC Student Handbook: Tuition Refund Schedule

NOTE: MNE students are also responsible for reviewing the CAHP and UNMC Student Handbooks.

College of Allied Health Professions (CAHP) Student Handbook:
<http://www.unmc.edu/alliedhealth/currentstudents/cahp-handbook-2014-15.pdf>

UNMC Student Handbook 2015-2016:
http://www.unmc.edu/student-services/_documents/handbook.pdf

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