



## *HLC Accreditation Evidence*

- 2021-2022 Dietary Manager Student Handbook

URL:

Office of Origin:

- Vice President of Instruction

Contact(s):

- Dean of Workforce Training and Community Education
  - Executive Director of Healthcare and Public Service Education

# Dietary Manager Certificate Program Student Handbook



***BARTON***  
*COMMUNITY COLLEGE*

## Contact Information:

**Emily Cowles, MS, RD, LD**

Coordinator and Instructor  
for Dietary Manager Program

Email: [cowlese@bartonccc.edu](mailto:cowlese@bartonccc.edu)

Phone Number: 620-786-7562

Fax Number: 620-786-1164

**Kylie Hanson, MS, RD, LD**

Adjunct Faculty

Email: [HansonK@bartonccc.edu](mailto:HansonK@bartonccc.edu)

Phone Number: 785-408-7554

Fax Number: 620-786-1164

**Chris Baker**

Executive Director of Healthcare  
and Public Service Education

Email: [BakerC@bartonccc.edu](mailto:BakerC@bartonccc.edu)

Phone: 620-792-9267

Non-Discrimination Notice: To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of race, color, national origin, sex, disability, age or any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530 (620) 792-9234. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.

## Table of Contents

Contact Information:.....	2
Institution Mission.....	4
Dietary Manager Program Goals & Outcomes.....	4
Program Approval.....	4
Course Information .....	4
Course Descriptions .....	5
Credit for Prior Learning.....	6
Program Cost.....	7
Graduation Requirements.....	7
Admission to Dietary Manager Program.....	7
Admissions Application .....	7
Transcripts.....	7
Field Experience Facilities and Paperwork.....	8
Insurance Coverage .....	9
After Admissions .....	9
Enrollment .....	9
Financial Aid.....	9
Barton Portal.....	9
Student Policies and Procedures.....	9
Attendance .....	9
Field Experience Preceptor .....	9
Preceptor Manual .....	10
Learning Activity Sheets .....	11
Time Logs.....	11
Competency Profile Sheet and Preceptor Manual Survey .....	11
Student Membership in Association of Nutrition and Foodservice Professionals (ANFP) .....	11
Dress Code.....	11
Professional Standards and Conduct.....	11
Dismissal from the program.....	12
Grading Scale.....	12
Withdrawal from courses.....	12
Program Evaluation.....	13
Certification .....	13
Appendix A.....	14

## Institution Mission

The mission of Barton Community College is to provide quality educational opportunities that are accessible, affordable, continuously improving and student focused. Barton is driven to provide an educational system that is learning-centered, innovative, meets workforce needs, and strengthens communities.

## Dietary Manager Program Goals & Outcomes

- Provide online dietary manager courses that prepare students for work in dietary management.
- Encourage students to complete the certification exam upon graduating from the dietary manager program.
- Demonstrate student success by showing an 80% success rate for students completing the certification exam.
- Empower students to formulate and realize educational goals that will promote their personal growth and facilitate their full participation in a rapidly changing world.
- Strive to discover better ways to empower dietary manager students to learn and grow.
- Continue to provide purposeful enrollment and a commitment to quality.

## Program Approval

This Dietary Manager Program is approved by the Association of Nutrition and Foodservice Professionals, 406 Surrey Woods Dr., St. Charles, IL 60174, (800) 323-1908.

## Course Information

The 16 credit hour certificate program is recommended for participants that have basic knowledge in the foodservice industry.

The program consists of six courses; three didactic and three field experience. There is also an optional concepts review course.

<b>Required Dietary Manager Courses: (16 credit hours)</b>	<b>Credit Hours</b>
DIET 1630 Sanitation and Management of Food Systems	3
DIET 1633 Field Experience in Sanitation and Management of Food Systems	3
DIET 1631 Nutrition Therapy	2
DIET 1634 Field Experience in Nutrition	3
DIET 1632 Human Resource Management	3
DIET 1635 Field Experience in Human Resource Management	2

<b>Optional Dietary Manager Course:</b>	<b>Credit Hours</b>
DIET 1637 Critical Concepts to Become a Certified Dietary Manager	1

The field experience courses must be taken concurrently with the corresponding didactic course unless a student has received credit for the course or permission from the program

coordinator. Prior credit may include credit hours transferred from another accredited educational institution or the credit for prior learning as noted under the credit for prior learning policy.

Each dietary manager course is offered during the fall and spring in either an 8 or 16-week session and at least two of the dietary manager courses will be offered every summer in a 8 week session.

It is recommended that a student take just two courses per semester, especially if the student is working full- time and/or has significant additional responsibilities. In some cases, such as with financial aid, students may be required to take more than two courses to satisfy the six credit hour student loan requirement for the semester. There is no set course sequence so please work with your assigned advisor on enrollment.

## Course Descriptions

You can view course descriptions in the course catalog at <https://www.bartonccc.edu/academicadvising/collegecatalog>

### DIET 1630 Sanitation & Management of Food Systems 3 Credit Hours

This course is a study of sanitation and safety and management of food services. Course content includes safe food handling, meal service, menus, standardized recipes, food preparation, food production systems, delivery of meals and snacks, evaluation of food acceptance, and the quality process.

### DIET 1631 Nutrition Therapy 2 Credit Hours

This course is a study of basic nutrition and medical nutrition therapy and includes digestion, food preferences, nutrition screening, nutrition assessment, physicians' orders, menus, supplemental feedings, modified diets, continuous quality improvement, medical records, nutrient intake calculation, and state and federal regulations.

### DIET 1632 Human Resource Management 3 Credit Hours

The study of human resource management and business operations as they pertain to dietary managers. Course content covers staffing, scheduling, and managing of personnel, as well as managing a budget, purchasing, and implementing cost effective procedures.

### DIET 1633 Field Experience Sanitation & Management of Food Systems 3 Credit Hours

This course offers field experience in the study and application of sanitation principles, food protection, Hazard Analysis Critical Control guidelines, and food preparation. This course is to be completed in the student's participating facility and part of which is completed under the supervision of a Registered Dietitian preceptor.

**Prerequisite:** concurrent or previous enrollment in DIET 1630 Sanitation & Management of Food Systems or permission from program director

### DIET 1634 Field Experience in Nutrition 3 Credit Hours

This course offers field experience in the study and application of nutrition therapy through modified diets, nutrition screening, and nutrition assessments. This course is to be completed in the student's participating facility and part of which is completed under the supervision of a Registered Dietitian preceptor.

**Prerequisite:** concurrent or previous enrollment in DIET 1631 Nutrition Therapy or permission from program director

### DIET 1635 Field Experience in Human Resources Management 2 Credit Hours

This course offers field experience in the study and application of personnel management, communication, and business operations within a foodservice department. This course is to be completed in the student's participating facility and part of which is completed under the supervision of a Registered Dietitian preceptor.

**Prerequisite:** concurrent or previous enrollment in DIET 1632 Human Resource Management or permission from program director

### DIET 1637 Critical Concepts to Become a Certified Dietary Manager

This course is a study of critical concepts to becoming a Certified Dietary Manager. Course content includes an overview of nutrition, foodservice, sanitation, staffing needs, and business operations. This is a pass/fail course designed to help students prepare for the national exam.

**Prerequisite:** Must already qualify to sit for the national CDM, CFPP® exam

## **Credit for Prior Learning**

The Barton Community College Dietary Manager Program may provide credit for prior learning in the amount of 5 credits for students who prove they have a minimum of two years' experience in a managerial or supervisory capacity in non-commercial foodservice.

Important Definitions include:

- Managerial/supervisory experience is defined as on-the-job time in a full-time management capacity.
- Non-commercial foodservice is defined as organizations or corporations such as hospitals, nursing homes, schools, military, correctional, or community feeding programs.

In order to prove such experience students must:

- Complete the for 'Dietary Manager Credit for Prior Learning Form'.
- Include a job description of the position (that includes job responsibilities)
- If student is unable to have information verified by supervisor they will need verification from the Human Resource Department – including title of position, dates of employment, and job description.

The program director will then review completed form for accuracy and may award credit for the following courses:

- Diet 1632: Field Experience in Human Resource Management (2 credits)
- Diet 1633: Field Experience in Sanitation and Management of Food Systems (3 credits)

Students who qualify for this credit will still be required to complete all 57 hours of nutrition field experience, 25 hours of which must be spent directly with a Registered Dietitian preceptor. If you believe you may qualify for this credit you must contact the program coordinator for the form and submission process.

For more information please refer to:

<https://bartonccc.edu/enrollment/enrollmentservices/info#experientiallearning>

## Program Cost

Students may calculate the cost of the program by taking the cost per credit hour times 16 credit hours. The cost per credit hour can be found on [www.bartonline.org](http://www.bartonline.org). This cost per credit hour remains the same for all locations. There are two required textbooks that may be purchased online. Textbook information will be sent to students once enrolled. Financial aid is available to those students who qualify. A student may contact financial aid at [financialaid@bartonccc.edu](mailto:financialaid@bartonccc.edu) or by calling 866-257-2574.

## Graduation Requirements

Dietary Manager Certificate students have the responsibility of knowing and fulfilling all degree academic requirements and graduation procedures listed below.

- Students will be required to earn a 70% or above in each dietary manager course.
- Students must have a 2.0 cumulative grade point average (GPA). This includes hours transferred to Barton.
- Students must have 180 hours field experience documented
- If obtaining an Associate Degree, students must have an official high school or GED transcript on file at Barton.
- Students must have their Barton account paid in full.

## Admission to Dietary Manager Program

Students must meet the following requirements to be admitted to the Dietary Manager program.

### Admissions Application

Students must submit an application for admission and be accepted to Barton Community College. Online applications can be submitted from

<http://www.bartonccc.edu/admission/apply> or go to [www.bartonccc.edu](http://www.bartonccc.edu) and click

Admission on the home page.

### Transcripts

- Degree Seeking: A student admitted as a regular student and seeking a degree from Barton must submit an official high school or home school transcript, or GED certificate (secondary education documents) to meet graduation requirements.
- Certificate Seeking: A student seeking a certificate from Barton is not required to submit secondary education documents to meet certificate completion requirements. However, a student completing a certificate and continuing on to seek a degree at Barton is required to submit secondary education documents.



- All official transcripts must be sent to Barton Enrollment Services, 245 NE 30<sup>th</sup> Road, Great Bend, KS 67530. Transcripts are only official if sent directly from the school/college or GED administrator to Barton. Students should speak with assigned academic advisor before sending secondary and post-secondary transcripts to Barton. Note that if using financial aid, they may require transcripts be sent.
- Students can read more about sending transcripts to Barton at <https://bartonccc.edu/transcripts/sendatranscript>

## **Field Experience Facilities and Paperwork**

### Field Experience at Place of Employment

Students enrolled in the field experience courses may be employed by a healthcare facility, agency, or organization accredited or approved by their appropriate agencies which have sufficient and experienced personnel, adequate equipment and opportunities to provide the type of experiences needed in the program. The facility must allow the student to obtain the field experience hours and whether they are paid or not for the field experience hours is at the sole discretion of the facility. Hours counted toward field experience hours must pertain to the competencies as outlined in the course. The contract and all paperwork needed for field experience is found in Appendix A of this handbook. Proof of employment is required along with the contract for field experience.

### Field Experience NOT at a place of Employment

Students enrolled in the field experience course must secure a healthcare facility, agency, or organization accredited or approved by their appropriate agencies which have sufficient and experienced personnel, adequate equipment and opportunities to provide the type of experiences needed in the program. The contract and all paperwork needed for field experience is found in Appendix A of this handbook. Students not employed at the facility where they are getting their field experience hours will be required to get a background check, drug screen, and immunizations verified via Barton's third party screening agency. Student may also be responsible for other documentation required by their chosen field experience facility.

Barton will not pay for student preceptor hours or cost associated with the facility requirements. If background check, drug screen, and/or immunization records are required Barton uses a third party tracking service and is not responsible for those costs. Students may also be responsible for any other documentation required by their facility.

All dietary manager students must complete and submit the field experience forms located in Appendix A of this document. This program handbook can be found electronically at <http://www.bartonccc.edu/careerprograms/dietary> These forms will require signatures from the student, Registered Dietitian preceptor and facility administrator. A Certified Dietary Manager or Dietetic Technician, Registered preceptor may also be used for some field experience courses.

*All field experience paperwork must be received by noon the first Friday of the course or the student will be dropped from the field experience course.*

If students are absent from the program for more than one year they will be required to resubmit the field experience forms.

### **Insurance Coverage**

The College is not responsible for insurance coverage for injury of a student while participating in school related activities. However, students must meet the requirements set forth by the field experience facility. Students must read and sign the Acknowledgement of Legal Relationship for Student Program Participants agreement indicating that they understand the requirements of the program. This form is included in Appendix A of this document. And this program handbook can be found electronically at <http://www.bartonccc.edu/careerprograms/dietary>

## **After Admissions**

### **Enrollment**

Enrollment for courses must be completed by the student via PAWS on their BartonPortal at <https://mybarton.bartoncougars.org> Advisors cannot enroll the student. If students need assistance in enrolling in courses they may contact the Bartonline office at 620-786-7480. Payment arrangements, including financial aid awards, must be completed by the first week of a course or students will be dropped from the course. To view important dates, including enrollment dates, view the academic calendar at <https://www.bartonline.org/programs/calendar>

### **Financial Aid**

For students who qualify, financial aid is available. Students must complete an application from the [www.fafsa.ed.gov](http://www.fafsa.ed.gov) website. The Barton school code is 004608. Financial aid will take four to six weeks to process and may require verification of the information provided on the FAFSA application. There may be a six credit hour requirement to receive financial aid and a student is not allowed to complete the certificate in less than 32 weeks when receiving financial aid.

### **Barton Portal**

Login to your BartonPortal at <https://mybarton.bartoncougars.org> This is where you will access courses, manage your Cougar E-mail, and view your PAWS account using a convenient dashboard. Your portal user name is your Student ID and your initial password is your six-digit birth date. Note that this must be updated the first time you log in.

## **Student Policies and Procedures**

### **Attendance**

Even though courses are offered online it is expected that students will meet with their preceptors in the first week of the course to develop a timeline for completing the field experience assignments. This will help alleviate any problems with obtaining the required field experience hours.

### **Field Experience Preceptor**

Students must be endorsed by a one-year experienced Registered Dietitian as a preceptor for the field experience courses. The Registered Dietitian (RD) or a Dietetic Technician, Registered (DTR), with at least one year of experience and the approval of the program

director, can precept the nutrition field experience course. A one-year experienced Certified Dietary Manager may also assist with field activities for the Sanitation and Management of Food Systems and Human Resource Management field experience courses. In the absence of an RD, DTR or CDM, and with the approval from the program director, other healthcare foodservice professionals, like Executive Chefs and Directors of Foodservice, who have a minimum of 5 years of work experience in a managerial or supervisory capacity in non-commercial foodservice that includes third-party oversight, such as CMS, TJC, state department of health, etc. can precept foodservice FE.

The appropriate field experience forms must be completed to ensure that students have the proper preceptor. Students must obtain a total of 180 field experience hours, all of which are coordinated by a Registered Dietitian Nutritionist. Note that a minimum of 25 hours of the nutrition-related hours must be directly supervised by the RD or DTR preceptor. Students will be required to complete a time log of all hours and the preceptor and classroom instructor will sign off on these hours. Time log reporting documents will be available within the field experience courses or in the preceptor manual.

### **COVID Policy**

In instances where students are affected by COVID-19 and only during this occurrence, students may complete at a minimum of 90 hours in a simulated environment and at a minimum of 90 hours should be authentic. Of the 90 authentic hours, 25 hours should be in nutrition and 35 hours in foodservice. This must be discussed and approved with program director prior to completion of hours.

***Simulated Field Experiences*** are activities that simulate what a nutrition/foodservice professional does in the real-world. They are active experiences rather than passive such as giving a presentation (live, recorded or online), developing menus or educational materials for a specific population, creating and administering a survey, analyzing data or menus, interviewing/counseling a "patient" (could be a family member, classmate, acquaintance), performing inventories (perhaps on a student's own pantry), creating a research poster in PowerPoint, executing a theme meal for one's friends and/or family and many other actual experiences.

***Authentic Field Experiences*** are activities in real-world professional settings but do not need to be in-person, however they must include real clients/patients and entail real-life situations. Preceptors or program directors may supervise these activities. For example, the preceptor may assign cases remotely and review intern documentation delivered via email or a student may present their research proposal remotely to a group or faculty. Other examples of remote authentic work experiences include, but not limited to, using telehealth to counsel clients/patients, developing educational materials remotely for a community site, and creating menus for a foodservice facility.

### **Preceptor Manual**

Students will have access to the preceptor manual in the field experience course. It will be located as a document within the syllabus tab of the online course shell. The manual must be given to the preceptor in the first week of a course. The manual contains vital information needed to complete the field experience learning activities. Information in the

manual includes general instructions for the preceptor, learning activity sheets, time log templates, competency profile sheets and a preceptor manual survey.

### **Learning Activity Sheets**

Each unit of study within the field experience courses will contain specific learning activities that must be reviewed and completed with the assistance of the preceptor. Once the learning activities are complete, the preceptor must sign the learning activity sheet for the unit. The signed learning activity sheet must be returned to the instructor before unit assignments will be graded. The student may submit the learning activity sheet to the instructor by fax, email or within the course inbox.

### **Time Logs**

As students meet with their preceptor to complete the learning activities within the field experience course, a time log of these hours must be kept. The time log template is located within the field experience courses and in the preceptor manuals. Students must accumulate preceptor hours and general field experience hours while taking the field experience courses. A total of 180 field experience hours are required. These hours are distributed between the three field experience courses. Following ANFP field experience requirements, each course requires a different amount of field experience based on concepts covered. Therefore, a separate time log is required for each field experience course. Each page of the time log must be signed by the student and preceptor and submitted to the instructor at the end of each field experience course.

### **Competency Profile Sheet and Preceptor Manual Survey**

The competency profile sheet and preceptor manual survey are located in the preceptor manual and must be returned by the preceptor at the end of each field experience course. These items should be faxed or emailed to the instructor.

### **Student Membership in Association of Nutrition and Foodservice Professionals (ANFP)**

Students are eligible for ANFP Pre-Professional membership; graduates are eligible for the CDM credentialing exam and ANFP professional membership. More membership information can be obtained from the [www.anfponline.org](http://www.anfponline.org) website.

### **Dress Code**

It is expected that students will comply with facility dress code and present themselves in a professional manner while completing field experience activities.

### **Professional Standards and Conduct**

Students are expected to observe the standards of conduct established by the college and field experience facility. Students are expected to observe the Standards for Privacy of Individually Identifiable Health Information (privacy rule) promulgated by the Department of Health and Human Services (HHS) as set forth in the Health Insurance Portability and Accountability Act (HIPAA) of 1996. All client records are confidential. This includes, charts, computer printouts, verbal, and written notes taken from the record. Violations of this confidence will subject the student to immediate program dismissal. Client records may not be copied or removed from the facilities they reside. Notes taken from charts may not identify the individual in any way. The notes must stay out of public viewing. Students who demonstrate unethical conduct related to examination, course work, field experience assignments, unauthorized use of another individual's name, password or identification, or theft during clinical practice will be subject to course faculty review to determine disciplinary action. Examples include cheating on a test or quiz, plagiarism and

changing the content on documents that do not belong to you. See Barton Academic Integrity policy for full explanation at [www.bartonccc.edu](http://www.bartonccc.edu) or <https://docs.bartonccc.edu/procedures/2502-academicintegrity.pdf>

### **Dismissal from the program**

Dismissal from the program may result for a variety of reasons, including but not limited to: not meeting the requirements of GPA, not following the code of ethics, poor attendance, behavioral issues, or not complying with HIPAA guidelines. The student will be immediately dismissed from the program if they are found to be jeopardizing the safety of others or not following HIPAA regulations.

### **Withdrawal from the program and refunds**

Students may choose to withdraw from the program at any time. However, students need to pay close attention to Bartonline's add, drop, and refund dates as refunds are only granted if the student drops by a certain date every semester. If the student fails to drop by this date they may be subject to pay the entire tuition for that course. If the student remains in the class past the drop date but chooses to withdraw later in the semester they must do so by date noted to receive a grade of "W." The Bartonline add/drop/refund dates can be found at <https://www.bartonline.org/programs/calendar>

### **Grading Scale**

The grading scale for all dietary manager coursework is as follows:

Percent	Grade	Grade Points
100-90%	A	4 points
89-80%	B	3 points
79-70%	C	2 points
69-60%	D	1 point
Below 60%	F	0 points
Incomplete	I	No credit. Must be changed to a grade in the following semester

**A grade of "C" or higher (70% or above) is required in all DIET courses as well as a 2.0 cumulative GPA to meet graduation requirements for this program.** There is no rounding of course grades.

**Withdrawal from courses.** Students need be sure to adhere to withdrawal dates per the Bartonline academic calendar. <https://www.bartonline.org/programs/calendar> Students should consult with the instructor before dropping a course. There may be options the instructor suggests to help the student complete a course.

### **Exams**

Some exams in the dietary manager course use an online proctor service called Respondus Monitor. You need to be sure your computer is compatible with this software. You can check out system requirements via the following link.

<http://www.respondus.com/products/lockdown-browser/requirements.shtml>

## **Make Up Work**

The decision to make up work will be left to the discretion of the Barton faculty and/or the Program Coordinator. Be sure to review the course syllabus for each class.

## **Incomplete grade**

Incomplete grades may be granted under the following conditions:

- The request must initiate prior to the end of the academic term.
- The student's academic work to date is passing with the incomplete grade given not as a substitute for a failing grade.
- Attendance and/or participation has been satisfactory throughout the semester.
- An illness, extenuating circumstance, or a life-event including military deployment, weather conditions, and legal situations are accepted with supporting documentation.
- Final approval is granted strictly at the discretion of the current instructor.
- The instructor notifies their immediate supervisor of the impending incomplete grade.
- The Incomplete Grade Contract is signed by both the instructor and the student

## **Program Evaluation**

The effectiveness of the program will be monitored regularly by the Program Director. Outcomes assessment for all Dietary Manager majors includes passing rate for the certification exam, surveys of employers' satisfaction with graduates, and surveys of graduates' satisfaction with their educational preparation.

The Dietary Manager Program Director is committed to fulfilling all requirements to maintain the highest level of accreditation for the Dietary Manager program and conduct ongoing evaluation procedures. Students currently enrolled and graduates of the program will be asked to actively participate in evaluation surveys.

## **Certification**

Each dietary manager student who has met the Barton graduation requirements will be eligible to sit for the Certifying Board of Dietary Manager's certification exam. At the start of the program and upon completion of the program names of dietary manager students and graduates are sent to ANFP. The certification exam is offered online year round at several different locations throughout the United States. Students will be required to submit to ANFP an exam application and pay the exam fee before taking the certification exam. More information about the certification exam can be found on the CBDM website at [www.CBDMonline.org](http://www.CBDMonline.org). Once a student has successfully completed the certification exam they will earn the Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®) credentials. Students who pass the exam will be required to pay a certification fee each year to keep the credential current. ANFP also requires that a CDM, CFPP earn 45 continuing education hours every 3 years. Nine of these continuing education hours must be in the area of sanitation and food safety and one must be in the area of professional ethics. The CDM, CFPP credentials will also allow students to join the ANFP organization as an active member. You can gather more information about continuing education offerings from [www.anfponline.org](http://www.anfponline.org).

# Appendix A

## Paperwork Checklist

- Student Data Form**
- Administrator's Endorsement**
- Contract for Field Experience**
- Proof of Employment (on facility letterhead) or Completion of Clearance Requirements (background check, drug screen, immunizations)**
- Preceptor Endorsement (one sheet for each preceptor)**
- Preceptor Credential Verification (i.e., copy of CDR or CDM card)**
- Facility Information Form**
- Confidentiality Statement**
- Acknowledgment of Legal Relationship**
- Signature Page**



# DIETARY MANAGER STUDENT DATA FORM

NAME \_\_\_\_\_ BARTON ID \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_  
Street City State Zip

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CURRENT EMPLOYER \_\_\_\_\_

EMPLOYER ADDRESS \_\_\_\_\_  
Street City State Zip

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

(10/07/03 es/lrb)  
(rev. 09/24/13mf)

Non-Discrimination Notice: To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of race, color, national origin, sex, disability, age or any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530 (620) 792-9234. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201..

# DIETARY MANAGER ADMINISTRATOR'S ENDORSEMENT

STUDENT'S NAME \_\_\_\_\_

I recommend the above applicant for the Barton Dietary Manager Program. I understand that my responsibilities include:

1. Reviewing and signing the "Contract for Field Experience".
2. Providing a climate for learning and encouraging the student throughout his/her coursework.
3. Allowing the student to complete a minimum of 180 hours of supervised field experience that are required for the program.
4. Permitting the student to use the facility to perform on-the-job learning activities.
5. Providing sufficient time for a Registered Dietitian (RD) to precept and supervise the student's work-related field experiences for the minimum of 60 hours of supervised training that is required between the student and preceptor.

**Special Note:** If a RD is not available for the full 60 hours of field experience, a Certified Dietary Manager (CDM) can be substituted for 35 of the 60 hours. A CDM can precept field experiences in Sanitation and Management of Food Services and Human Resource Management. **A CDM may not precept field experiences in Nutrition Therapy; a RD must precept 25 hours of Nutrition Therapy field experience.**

6. Encouraging the student to pursue national ANFP certification.

ADMINISTRATOR'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

(10/7/03/es/lrb)  
(rev. 9/13/mf)

# BARTON COMMUNITY COLLEGE DIETARY MANAGER PROGRAM

## CONTRACT FOR FIELD EXPERIENCE

This agreement is entered into on this date (\_\_\_\_\_), by and between \_\_\_\_\_, hereafter referred to as "Healthcare Facility/Institution" and Barton Community College, hereafter referred to a "College".

The purpose of this agreement is to guide and direct a partnership between the Healthcare Facility/Institution and the College in providing learning experiences for Dietary Manager students of the College.

The Healthcare Facility/Institution and the College agree as follows:

### Section A

The College shall do the following:

1. Teach students and informing the dietary staff of the Healthcare Facility/Institution of the objectives of the desired learning experience.
2. Ensure appropriate representatives of the Healthcare Facility/Institution (referred to as preceptors) are selected to direct and monitor segments of the student's field experience. Preceptors will receive a training manual and will be responsible for supervising the completion of a student's field experience log.
3. Initiate, as needed, individual and group conferences with dietetics staff for the purpose of discussing student learning, student performance, and patient services.

### Section B

The Healthcare Facility/Institution shall do the following:

1. Provide adequate facilities for the students through cooperative planning between college representatives and the designated Healthcare Facility/Institution contact person.
2. Assist with any necessary orientation of students and provide for the use of equipment and records as required for teaching purposes.
3. Assist in the evaluation of student's learning, performance, and patient care (as requested).
4. Provide a Healthcare Facility/Institution representative (RD, DTR or CDM trainer) who has at least one year post-registration, full-time, experience in a practitioner role and at least six months experience relating to the subject matter in order to serve as a preceptor to students. Ensure time is designated for instructional purposes while both the preceptor and student are on duty at the Healthcare Facility/Institution. **Special Note:** A DTR or CDM may not serve as the preceptor for the Nutrition Therapy field experience module.
5. It is understood that the Preceptor is responsible for coordinating 60 hours of the required 180 hours of field experience.
6. Train students according to its needs and/or requirements with regard to HIPAA expectations, as the College provides limited HIPAA training.

**Section C**

The College and the Healthcare Facility/Institution agree to be mutually responsible for the following:

1. Field experience assignments for students enrolled in the College's Dietary Manager program will be planned by the faculty of the College in cooperation with the Healthcare Facility/Institution dietary staff.
2. The faculty, dietary staff, and students will work together to maintain an environment which provides quality patient service and quality student learning.
3. Representatives of the College and the Healthcare Facility/Institution will meet as necessary to review the use of the Healthcare Facility/Institution facility.
4. The Healthcare Facility and the College are not responsible for medical insurance coverage for the student.
5. The College does not, and will not pay for preceptor services. Arrangements made to compensate a preceptor will be negotiated by either the preceptor's employing facility or the student.

**Section D**

Neither party will discriminate against any College employee or against any applicant for enrollment in the Dietary Manager program under this agreement because of race, color, sex, creed, national origin, age, or physical or mental handicap.

**Section E**

It is further understood and agreed that:

1. The term of this agreement shall be for a period of two years.
2. This agreement may be modified by mutual consent, provided any and all modifications will be in writing and signed by officials of the College and the Healthcare Facility/Institution.
3. The Healthcare Facility/Institution will retain control of and responsibility for patient care.
4. Each student and faculty member will sign the patient confidentiality statement of the Healthcare Facility/Institution (as applicable).
5. If the student is an employee of the facility, the facility acknowledges that the student has meet the proper clearance (i.e. background check, drug screen, immunizations) to work in the facility and therefore to obtain field experience hours in the facility. Proof of employment on facility letterhead must be provided by student or employer along with this contract.
6. If the student is not an employee of the facility, or if request is made by the employee's facility, students will obtain a background check, drug screen and immunization verification through the College's third party screening organization.

**By:** \_\_\_\_\_  
**Healthcare Facility/Institution Administrator**

\_\_\_\_\_  
**Date**

**By:** \_\_\_\_\_  
**Barton Program Representative**

\_\_\_\_\_  
**Date**

**Student Reference:**

## **DIETARY MANAGER**

### **Proof of Employment or Third Party Screening**

**This paper is to bring special attention to the following terms of the Contract for Field Experience**

If the student is an employee of the facility, the facility acknowledges that the student has meet the proper clearance (i.e. background check, drug screen, immunizations) to work in the facility and therefore to obtain field experience hours in the facility. **Proof of employment on facility letterhead must be provided by student or employer along with this contract.**

OR

If the student is not an employee of the facility, or if request is made by the employee's facility, **students will obtain a background check, drug screen and immunization verification through the College's third party screening organization.**

- It is the students responsibility to contact the instructor regarding this screening process.

# DIETARY MANAGER PRECEPTOR'S ENDORSEMENT

<input checked="" type="checkbox"/>	Check
	Registered Dietitian (Required)
	Certified Dietary Manager or Dietetic Technician, Registered (Optional)

**Must have separate forms for each preceptor used.**

Students Name \_\_\_\_\_

I recommend the above applicant for training in the Barton Dietary Manager Program. I understand that my responsibilities include:

1. Guide, counsel, and evaluate the student throughout the field experience.
2. Supervise work-related field experiences, spending a minimum of 60 hours with the student. A student must complete a log for their field experiences.
3. Utilize the Preceptor Manual and/or the Dietary Manager Lead Instructor as a resource for supervising the field experience.
4. Contact the Program Director and/or the Lead Instructor as needed throughout the field experience.

**Special Note:** If a RD is not available for the full 60 hours of field experience, a Certified Dietary Manager (CDM) can be substituted for 35 of the 60 hours. A CDM may precept field experiences in Sanitation and Management of Food Services and Human Resource Management. **A CDM may not precept field experiences in Nutrition Therapy; a RD must precept 25 hours of Nutrition Therapy field experience. If a CDM supervises a portion of the field experience, a "Preceptor's Endorsement" form must also be completed for the CDM.**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

(Please Print)

**ADDRESS** \_\_\_\_\_  
Street
City
State
Zip

**EMAIL ADDRESS** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_ **WORK PHONE** \_\_\_\_\_

**REGISTRATION/CERTIFICATION NUMBER** \_\_\_\_\_

*(Please attach a copy of your registration card.)*

(5/27/03/es/lrb)(12/13/mf)

# FIELD EXPERIENCE FACILITY INFORMATION FORM

PRECEPTOR NAME \_\_\_\_\_ REG. NUMBER \_\_\_\_\_  
(RD Preceptor - Required) (First Name) (Last Name)

CDM/DTR NAME \_\_\_\_\_ CERT/REG NUMBER \_\_\_\_\_  
(Optional, If using a CDM/DTR) (First Name) (Last Name)

**\*\*INCLUDE COPY OF CDR CARD AND/OR CDM/DTR CARD \*\***

NAME OF FACILITY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

FACILITY FAX NUMBER \_\_\_\_\_

TYPE OF FACILITY:

\_\_\_\_\_ Acute Care Hospital  
\_\_\_\_\_ Psychiatric Hospital  
\_\_\_\_\_ Long Term Care Facility  
\_\_\_\_\_ Mental Health Facility  
\_\_\_\_\_ Other (Specify) \_\_\_\_\_

FACILITY'S ACCREDITATION:

\_\_\_\_\_ TJC  
\_\_\_\_\_ TITLE XVIII  
\_\_\_\_\_ TITLE XIX  
\_\_\_\_\_ Other(Specify) \_\_\_\_\_

DATE OF LAST ACCREDITATION \_\_\_\_\_

NUMBER OF STAFF IN FOOD SERVICE DEPARTMENT \_\_\_\_\_ NUMBER OF BEDS \_\_\_\_\_

IS THIS FACILITY USED FOR OTHER ALLIED HEALTH EDUCATIONAL PROGRAMS?

\_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, PLEASE LIST:

(5/27/03/es/lb)(rev.11/13mf, 6/19)

Non-Discrimination Notice: To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of race, color, national origin, sex, disability, age or any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530 (620) 792-9234. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201..

# BARTON COMMUNITY COLLEGE HEALTH CARE PROGRAMS

## CONFIDENTIALITY STATEMENT AND ACKNOWLEDGEMENT

I understand and agree that in the performance of my duties as a Barton Community College student, I must hold all patients personal and health information, and all clinical information in strict confidence. This information must not be repeated or discussed with anyone outside the direct care of the patient.

As a healthcare student, the discrete, daily use of confidential medical information is required. Medical information, risk management, peer review, medical staff credentialing, quality assurance and healthcare facility proprietary information must not be treated as gossip with my fellow employees, nor disclosed to unauthorized sources outside the clinical.

I further understand that each clinical agency has policies and procedures to assure compliance with regulations promulgated under the Health Insurance Portability and Accountability Act (HIPAA). I agree to abide by all such policies and procedures.

I understand that professional code of ethics stipulate that maintaining confidentiality of patient information is a part of professional responsibility and integrity.

I understand that removal or copying of health records shall only be done upon the express written permission of the healthcare administrator or his/her designees.

I understand that some penalties for breaches of confidentiality are subject to certain provision of state and federal law. I understand that violation of any breach of healthcare facility policies related to confidentiality or a breach of the professional code of ethics, except as it relates to the educational process in the classroom or at a practicum site, will result in immediate expulsion from the class and/or program.

By signing this statement, I am stating that I have read and understand the preceding confidentiality information provisions and agree to maintain the confidentiality of all patient information to which I am exposed to as a healthcare student.

---

Signature of Student

---

Date

\*This signed statement will remain on file in the Barton Community College Office.

(7/03mrf, rvd11/13)



**Acknowledgment of Legal Relationship  
Between  
Barton Community College  
and  
Student Program Participant**

The purpose of this document is to confirm that the student whose signature appears at the bottom of this form understands and acknowledges that while participating in a student career experience (clinical, practicum, internship, field experience, etc.) Barton Community College is not his/her employer. This is an education related activity and the provisions of the Kansas Workers' Compensation Act are NOT applicable to the student's activities while participating in the career experience.

Student further acknowledges that the career experience may be physically strenuous and that the facility providing the career experience may require personal health insurance for all students using their facility to offset any costs or expenses the student may incur if he/she is injured during the career experience. Student acknowledges that neither Barton Community College nor the facility providing the career experience will be held liable in the event the student is injured while participating in the career experience.

The undersigned student hereby acknowledges the contents of this document are understood. The student further understands that if personal medical insurance is not current at any time during the career experience, they may not be allowed to participate in clinical or lab activities and may be dismissed from the program.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_  
**Student Participant Signature**

\_\_\_\_\_  
**Student Participant Clearly Printed Name**

\_\_\_\_\_  
**Barton Program Representative**

**R.H./E.S. 5/30/17**

**P.Q. 5/30/15**

## Signature Page

Please read the Dietary Manager Program student handbook in its entirety. Once you have read the handbook please sign and email a copy or fax all forms back to:

Barton Community College  
Emily Cowles  
Office Number: 620-786-7562  
Fax Number: 620-786-1164  
Email: cowlese@bartonccc.edu

I acknowledge that I have read and understand the information in the Dietary Manager program student handbook.

Print Name: \_\_\_\_\_

Barton ID number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

ES/PQ/MF 1/7/14