

# Preceptor Handbook

# EASTERN

## MICHIGAN UNIVERSITY

## Coordinated Programs in Dietetics

2019-20 Revision

### Accreditation Council for Education in Nutrition and Dietetics

 the accrediting agency for the  
Academy of Nutrition  
and Dietetics

Eastern Michigan University Coordinated Program  
is accredited by the Accreditation Council for  
Education in Nutrition and Dietetics of the  
Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2000,  
Chicago, IL 60606-6995, (312) 899-0040 ext 5400.  
Http: [://www.eatright.org/ACEND](http://www.eatright.org/ACEND).

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*For detailed information on our Dietetics Programs, please visit:*

[https://www.emich.edu/chhs/hs/programs/dietetics\\_nutrition.php](https://www.emich.edu/chhs/hs/programs/dietetics_nutrition.php)

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## Thank You and Acknowledgements

The faculty and staff of the Eastern Michigan University (EMU) Coordinated Programs in Dietetics (CP) would like to extend heartfelt appreciation for the significant contribution you make to our program, the education of future dietitians, and to the profession of dietetics. Our program would not exist if it were not for you. We fully recognize most of the rewards are intangible and performing the role of preceptor takes valuable time away from demanding schedules.

We encourage you to share your thoughts and provide feedback about our program. Please contact us at any point to discuss your ideas.

It is with enormous respect that we acknowledge you as colleagues and friends, as well as partners in preparing the dietitians of the future to enter the field we are all passionate about. We created this handbook to serve as a resource for our preceptors. We hope you will find it to be a helpful tool.

Thank you!

Eastern Michigan University  
Faculty & Staff of the  
Coordinated Programs in Dietetics

### ***Thank you to the reviewers for the 2019-20 Handbook revision:***

Diane F. Reynolds, RDN - Clinical Coordinator  
Nicholas Pomante, MS, RD - Student Wellness Coordinator  
Leslie Simon de Montfort, MA, RD – Part-Time Lecturer

## Benefits of Precepting

### CPEU Credits for Precepting: [cdrnet.org](https://www.cdrnet.org)

1. From the Commission on Dietetic Registration (CDR), precepting is included under current Professional Leadership and Precepting Activity Type 190. There is a three (3) CPEU/year, fifteen (15) CPEU/5 year recertification period limit for Leadership and/or Preceptor activities. Go to: <https://www.cdrnet.org>  
Preceptors can send the Self-Reflection Form & Confirmation Statement to EMU Dietetics Clinical Coordinator for signature, following service as a preceptor for our program.
2. CDR offers a no cost Online Dietetics Preceptor Training Course, approved for 8 CPEU's. This program is an excellent step toward developing yourself as a preceptor. To enter the course, go to: <http://www.cdrcampus.com/> The 8 modules are separated into 2 or 3 credit sections.

**Help with workload:** Students need to develop proficiency at gathering assessment data and doing tasks that can be time consuming for you. Once properly trained and oriented to your facility, students can be very helpful. This is most applicable in their final (second) year of our program.

**A fresh perspective and up-to-date information:** Students have little prior history influencing their decisions and often bring fresh creativity to the workplace.

Nutrition knowledge is constantly evolving with continuous research. Students have access to the most current information in the field. Allowing them to share their knowledge makes the student feel valued and builds confidence.

**Further develop your management skills:** Precepting requires management skills, from time and project management to coaching and personal development. If management is your career goal, this can be a valuable learning experience for you.

**Opportunity to get a special project done:** Use student case studies, course material, assignments and projects to do an analysis or project you've identified as important for your position or facility, yet haven't had the time or resources to complete. Your project may fit with a student Experience competency requirement. This allows for the work to be a win-win situation for you and the student.

## Program Mission Statement

The Coordinated Programs in Dietetics at Eastern Michigan University educate and graduate students prepared for entry-level practice as registered dietitians, with a concentration in entrepreneurship.

The CP achieves the mission through:

- Providing an exceptional learning environment so students are continuously interpreting and responding to food and nutrition service delivery in a changing social and economic environment and applying new technologies to their dietetic education
- Providing student-centered learning opportunities for students to pursue their specific interests
- Encouraging and engaging in collaboration and partnerships with the community
- Promoting evidence-based knowledge and skills for students and graduates
- Enhancing students' current critical and reflective skills by collaborating with faculty to develop and complete research-based projects

### **What is a Coordinated Program? How is it different from an Internship?**

Eastern Michigan University's Coordinated Programs in Dietetics (CP) have been graduating entry-level practitioners since 1974 and is one of three accredited Coordinated Programs in Michigan. We offer on-campus and distance-online options.

A Coordinated Program in Dietetics (CP) integrates didactic (classroom) instruction concurrently **with** 1,200 hours of Supervised Practice Experience (SPE). The competencies and hours required in SPE are identical to a traditional internship. This is accomplished in 2 years. Upon completion of our CP, students receive a bachelor's or master's degree (depending on program of study), are eligible to sit for the registration exam and begin practice as a Registered Dietitian Nutritionist. We are **not** an ISPP (Individualized Supervised Practice Pathway) or a Dietetic Internship.

A Dietetic Internship occurs after didactic coursework is completed and a degree has been awarded. Unlike an internship, students in a CP complete Supervised Practice Experiences while completing coursework. There may be times when a student will encounter a challenge that has not yet been taught in coursework. It is these circumstances that will require understanding and expertise on the part of the preceptor. We expect students to refer to the Nutrition Care Manual® and other professional resources to fill temporary "gaps" in knowledge.

## *Student's Role in Supervised Practice*

### **How does EMU prepare the student?**

#### Coordinated Programs in Dietetics (CP) Program Prerequisite Courses

Acceptance to the program is by a second admissions (competitive) process. Students complete the following coursework prior to entering the program;

- Survey of Organic Chemistry
- Foundations of Biochemistry
- Microbiology for Health Professionals
- General Psychology
- Introductory Statistics Course
- Human Physiology or Anatomy and Physiology for Dietetics
- Careers in Nutrition and Dietetics
- Principles of Human Nutrition
- Experimental Foods
- Medical Terminology
- Aging to Infancy: A Life Course Retrospective
- Quantitative Applications in Sociology or Elementary Statistics

Once accepted into the Program, students complete the following Program Orientation Requirements and a Medical Physical Exam, prior to starting the CP in the Fall Semester;

- HIPAA training
- Adult/Child CPR, AED, First Aid Certification (American Heart Association Heartsaver Program or Red Cross Professional Rescuer Program or equivalent)
- Bloodborne Pathogens training
- Complete vaccinations and double TB skin test, per CDC recommendations
- Certified Background Check and 10-panel Drug Screen
- Students are required to be members of the Academy of Nutrition and Dietetics and join a local/district dietetics association
- Must carry personal health insurance

## *Student's Role in Supervised Practice*

### **Responsibilities and Expectations of EMU Students:**

- Make initial contact with preceptor to determine time, date, location, parking and dress code for first day.
- Arrive at site on time each day, rested and prepared to learn.
- Comply with all policies and procedures in the EMU CP Student Handbook. Student receives and signs Handbook Statement of Understanding, indicating they understand and agree to abide by all content.
- Comply with all policies and procedures of SPE site.
- Communicate questions, concerns, learning goals and needs.
- Have a positive attitude and be enthusiastic about their practice experience.
- Be flexible to accommodate requirements of the SPE and learning opportunities.
- Plan and organize assignments for each day and week. Take responsibility for accomplishing the learning objectives for the SPE.
- Be intrinsically motivated. When assigned tasks are complete, seek more.
- Refrain from making personal calls, texts, checking emails or doing didactic coursework while at SPE.
- Be willing to take risks and stretch outside of their personal comfort zone in order to grow and learn.
- Conduct their own self-assessment of strengths and weaknesses. Seek opportunities to develop weak areas.
- Be respectful, patient and appreciative towards preceptors.
- Be receptive toward both positive and constructive feedback, as both have value in developing professional skills.
- Recognize that learning to work with personality differences is a growth opportunity.

## *Student's Role in Supervised Practice*

### **Supervised Practice from a Student's Perspective:**

I am not an intern. As a student in SPE in a CP, I can be anywhere in my professional phase of education, from an entry level first year student to my final semester of the second year, but at no time am I done with my didactic classes, as an intern would be. Thus, I may have gaps in my knowledge and hope you will be understanding and helpful. I am here to learn. Feel free to provide supplemental learning material to facilitate my ability to function in your setting.

I am not like your last student. Students come from a wide range of backgrounds. Some are young, inexperienced and have rarely worked before. Others are pursuing second careers, more mature and have a great deal of work experience. I might be comfortable with patients or may need exposure to develop confidence with them. I come from a range of cultural and experience backgrounds that may enrich your workplace.

No matter who I am, this is all new to me. Please be patient and encourage me to take risks in order to develop confidence. For the most part, every experience that I enter is a foreign environment. It is similar to starting a new job every couple of months! Please take the time to orient me to the physical environment and policies, and to even describe the culture at your particular facility.

Please share with me your "tips and tricks". Please let me learn from your experiences by sharing the "tricks of the trade" and techniques you have developed along the way. How do you manage time and workload? How do you handle difficult situations? If a particularly good learning opportunity arises, please include me in it.

Please remember that I am still in school. I am in SPE and have a full load of coursework to attend to during evenings and weekends. I am expected to be flexible and give you my full attention for the hours I have committed to, recognizing that some days that may mean more than 8 hours. Many additional hours beyond SPE requirements may be impractical.



## **Responsibilities of the Preceptor:**

**COMMUNICATE:** It is critical to communicate not only with the student, but also with the EMU Course Instructor and others in your organization regarding preparing the student and providing their learning experience.

- Please communicate onboarding and orientation requirements of your facility to the EMU Clinical Coordinator and your student in advance of the rotation.
- Communicate regularly with your primary contact at EMU – the Course Instructor.
- Make sure others in your organization know the student is going to be there and what should and should not be expected of them.
- Communicate on a planned and routine basis with the student regarding the specific competencies they must achieve.

**ORIENT:** Providing an orientation to the student saves you time and protects the student, the organization and your clients/patients. If supporting information is available electronically and/or in writing, they can refer back to it.

- Provide a tour and maps of the facility. Some sites have specific areas for students to park their cars. Many sites have HIPAA and emergency action plan training. (EMU also provides HIPAA training annually for our students.)
- Many organizations have an orientation that covers the mission and goals of the organization, plus policies and procedures. Providing an organizational chart with names, job titles and working relationships is helpful to understanding the function of a department or organization.
- Students must be oriented to security and technology such as phones, computers (in healthcare sites they will need to learn your electronic medical record system), copy machines, ID cards, etc.
- Make sure they know not only what they can use, but also what they cannot, and any other restrictions on where they can and cannot go.
- Finally, orient them to your job, resources you have access to, office supplies, patient education materials and forms.

## **Responsibilities of the Preceptor (continued):**

**Know the Learning Objectives for the Experience:** The CP Learning Outcomes Tool (LOT) student evaluation form guides the student's experience. You will receive this by email from the EMU Course Instructor. Within it are descriptions of specific competencies the student must achieve to accomplish the learning outcomes. Students receive the LOT form at the beginning of the course. This document is the starting point for planning the activities of the experience. Please review directions on the LOT cover and also refer to the helpful 2-page document provided with the LOT, titled "Navigating the Learning Outcome Tool for Preceptors." Please review the LOT with the student at the beginning and guide them in developing a plan for accomplishing the outcomes described. Many tasks require some facilitation or recognition of opportunities on your part. On the first day at your site, the student needs to review the Student-Preceptor Supervised Practice Experience Course Directions with you. Both of you need to sign this document. The student will submit both documents at the end of the experience.

**Refer to Preceptor Checklist or Assignment Timeline:** The Preceptor Checklist or Assignment Timeline is a short document intended to be a summary of what the student needs to accomplish during their experience with you. It is a useful daily reference tool to keep the student moving toward accomplishing all competencies. Both the LOT and the Assignment Timeline/Preceptor Checklist are provided to you by the EMU Course Instructor in email. In addition, you will receive the complete Course Syllabus. You may find the Syllabus useful for detailed explanations of student assignments. At any time, contact the EMU Course Instructor with questions and consider them a resource.

**Teach as you work:** Observation is an important part of the student's learning experience. Simply allowing the student to observe you as you go about your job teaches them more than you might realize. However, it is important to "think out loud" to help them understand how you make decisions, what is important in certain situations and why. It's also critical for them to observe how and when you interact with doctors, nurses, aides, social workers and others in the organization. These interactions form a framework in the student's mind for professional relationships.

## **Responsibilities of the Preceptor (continued):**

**Create Opportunities for Independence:** Depending on the individual, you may need to push some students to try activities independently before they are comfortable. Others will want to try things before having adequate experience. You decide what the student is ready for. Be available to them at a daily, predetermined time to answer questions and help them work through problems. In a clinical setting, be clear about what students can/cannot do in terms of submitting orders or writing chart notes. View mistakes as teaching opportunities of the learning experience.

## **Characteristics of Effective Preceptors:**

- 1. Competent Professional:** A high level of competence will be recognized by students and rewarded with the respect and admiration that facilitates learning. Professionalism is an elusive attribute until it is personified in the professional. The student forms their own self-concept as a professional by watching your communication style, level of formality, appropriate emotional response to situations, etc.
- 2. Organized and Focused:** The professional skills of time and task management, prioritizing workload and managing distractions are valued by the student.
- 3. Dynamic, Energetic, and Enthusiastic:** Your enthusiasm for your profession, position, and being a preceptor will inspire passion and commitment from your student. Even if you might not consider yourself to be “charismatic”, you can describe why you love doing what you do and why it is a good match for your skills and personality.
- 4. Effective Communicator:** Open, two-way communication, kindness and patience invested in the preceptor role (planning/preparation) encourages the student to take risks, make constructive mistakes and be receptive to corrective feedback. Students are motivated and build their confidence when preceptors believe in them.
- 5. Analytical:** Critical thinking and a logical, analytical approach to decision making are important attributes for the student to assimilate in the SPE.
- 6. Confident:** Confidence in the professional's ability to perform their job, balanced by a good perspective on personal growth areas is an important attribute.

## *Preceptor's Role in Supervised Practice*

### **Helpful Hints for Preceptors:**

#### 1. The three step process for skill demonstration

*Pre-conference:* Share your procedures, discuss clear expectations and refer to the LOT student evaluation form.

*Observe Student:* Observe and take notes.

*Post-conference:* Share constructive feedback promptly.

#### 2. Provide constructive feedback and correcting mistakes

*Purpose:* Remember, students want feedback. Feedback is a teaching tool.

*Importance:* State the purpose or importance of the knowledge or skill.

*Balanced:* The “sandwich approach” is a good technique. Always start with what they did well. Then proceed to corrections and areas of improvement. End with another positive observation of performance.

*Specific:* Both positive and corrective feedback should be specific. Don't just say “good job” or “it could have gone better”.

*Prioritize:* Limit the feedback to a few key points.

*Develop a Plan:* Work with the student to develop a plan to practice the skill or learn the information, with activities and a schedule to re-evaluate.

*Focus on Behaviors:* Assess the presence or absence of behaviors and skill demonstration. Do not assess personality or evaluate the person, i.e. “you were a disappointment”.

*Timing:* Give feedback as soon as possible after an observation to both reinforce positive behaviors and correct errors. If there are negative performance issues to address, try to do this in a private setting to avoid embarrassing the student.

*Preceptor's Role in Supervised Practice*

**Completion of an Affiliation Agreement - Certificates of Insurance**

An affiliation agreement (also may be referred to as a “Contract” or “MOU - Memorandum of Understanding”) is the legal document completed between the **Eastern Michigan University Board of Regents** and the facility/site where a preceptor is employed. The facility/site is the location the student will be at when completing their SPE hours with you as their preceptor, during the designated EMU semester(s). Affiliation agreement completion is required by our program’s ACEND accreditation and the University prior to the student beginning the experience.

EMU can provide their own affiliation agreement form for your site’s consideration. In this case, the agreement will be sent via email from the EMU’s Legal Affairs Affiliation Coordinator to your site’s designated contact person. The EMU Affiliation Coordinator is the contact person for all further matters regarding the agreement until it is signed by both parties (fully executed) and returned to both parties.

If your site requires their own affiliation agreement instead, please email this request to Diane Reynolds at [dreynol2@emich.edu](mailto:dreynol2@emich.edu) with the agreement attached. The document needs to be stated as between your facility/site and the “**Eastern Michigan University Board of Regents**”, specifically for the “**Coordinated Program in Dietetics**”. Ms. Reynolds will review the agreement for substantive content related to the EMU Dietetics Program. It is then sent to EMU Legal Affairs for their review. Once again, EMU Legal Affairs is the point of contact until the agreement is completed. Questions regarding the affiliation agreement process can be directed to Ms. Reynolds.

EMU provides general liability and student medical professional liability insurance for Dietetics students while in Supervised Practice Experiences. Proof in a **Certificate of Insurance** may be requested from EMU, upon completion of the affiliation agreement. The affiliating site would be listed as the certificate holder.

*Preceptor's Role in Supervised Practice*

**Resources and Support**

**Questions? Whom to contact at EMU...**

**Overall Program Administration and Accreditation-Related Questions:**

Dr. Olivia Ford, PhD, MPH, RD, Program Co-Director, Email: [oford1@emich.edu](mailto:oford1@emich.edu) and

Mrs. Sandy Pernecky, MS, RD, Program Co-Director, Email: [spernecky1@emich.edu](mailto:spernecky1@emich.edu)

**Questions regarding Supervised Practice Experiences, Related Affiliation Agreements, Required Forms and your Facility's Onboarding/Orientation Requirements for our Students:**

Mrs. Diane F. Reynolds, RDN, Clinical Coordinator, Email: [dreynol2@emich.edu](mailto:dreynol2@emich.edu)

**Questions about the Course Content for this Experience, Specific Standards and Expectations for the Student, Student Concerns:**

The EMU instructor for the specific course. They will provide their syllabus, LOT, student evaluation form and checklists to you via e-mail. You will receive their email/phone number and be contacted by them during the student's time with you. At least one contact with you will be by phone, other contacts may be made in-person or via email. If you have questions in advance of the student experience, contact Ms. Reynolds and she will forward your inquiry to the appropriate instructor. We are always here to support you as a preceptor and our student.

## *Preceptor's Role in Supervised Practice*

### **Handling Difficult or Problem Situations**

It is always preferable to address the student directly with a reminder of clear expectations, before contacting EMU Course Instructors. Remind the student of the expectation, when it was first shared and why it is important. Never ignore a problem and assume the student knows what is expected. If a student ignores a clear expectation that you have reminded them about twice (the exception is absence/tardiness-see below), always contact the Course Instructor to describe the situation and share your concerns. The sooner we are aware, then we can work on a resolution. This information should never be a surprise to the student.

Unexcused Absence or Tardiness. Let the Course Instructor know of all tardiness or absences and when such time will be made up. Preferably, the student is reminded of the expectation of attendance and start time at the first absence or late arrival.

Students are expected to routinely be a few minutes early for their experiences (see Appendix A). They understand that they must accumulate a specific number of hours in each practice experience and all absences MUST be made up, at your convenience, including emergencies. Options must be acceptable to you and your schedule. The second event prompts a meeting between the student and Program Director or advisor to develop a corrective plan (see Appendix A). Email is the best way to contact us, unless it is an emergency.

Emergency Absence. Students are expected to contact you prior to the start time if they have an emergency and will be late or absent.

Inappropriate Dress. We have a dress code for SPE, but your facility may also have requirements. While we attempt to be as detailed as possible regarding proper attire (see Appendix A), your site's specific dress code may need to be discussed.

*Preceptor's Role in Supervised Practice*

**Handling Difficult or Problem Situations (continued):**

Making personal phone calls, texting or sending personal email messages while on site.

Students are instructed to turn cell phones off during their SPE and handle personal business outside of SPE hours. They should receive your permission if they need to make a call due to an emergency. The student's full attention should be on their learning experience.

Negative, disrespectful or unprofessional behavior. Clear expectations, timely correction, and modeling appropriate behavior is the best way to correct behaviors. Explain why it is important to behave in specific ways in certain circumstances. If you need help handling this type of behavior, do not hesitate to discuss this with your EMU Instructor contact or the EMU Clinical Coordinator.

Excessive knowledge gaps. You may wish to discuss the previous didactic coursework and background with the student. They may not have been taught certain material yet. However, if they are not recalling information that they have been taught, they will need to develop a plan to augment their knowledge and review material. It is not your job to teach this material and it is a good idea to contact the EMU Instructor and get their assistance in helping the student with this plan. It is in the student's best interest to address these issues as well, as they will be attempting to pass the RDN exam and become a competent, entry-level dietitian at the completion of the program.

Personality conflicts. On some RARE occasions, certain personalities simply do not mix. After the discussion with the student, it may be best to discuss this with the EMU Instructor to see if any action is warranted or resolution can be reached. If needed, a Program Co-Director or Clinical Coordinator will assist in such situations.



*Preceptor's Role in Supervised Practice*

**Preceptor Self-Evaluation**

**Characteristics of Effective Preceptors Self-Assessment**

*A suggested tool for those new to being a Preceptor*

**Instructions:** First, read and rate yourself on each characteristic listed below (place an "x" in one of the four rating boxes). Then, for each characteristic rated at sometimes or never, develop an action plan for how you will practice in these areas.

<b>Characteristic</b>	<b>Always</b>	<b>Usually</b>	<b>Sometimes</b>	<b>Never</b>
<b>Is Organized and Focused</b>				
I pre-plan precepting learning activities				
I am prepared for precepting activities				
I am on time for precepting activities				
I take the time to explain concepts fully and clearly				
I am careful and precise in answering questions				
I summarize major learning points				
I focus on the identified learning objectives				
I identify what I consider most important				
<b>Values Student-Preceptor Interactions</b>				
I encourage discussion				
I invite students to share knowledge, experiences, and opinions				
I welcome and encourage questions				
I use eye-contact with my students				
I clarify thinking by identifying my reasons for questions				

I can tell if the student understands me or not				
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I have interest and concern in the quality of my precepting				
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I encourage active learning, that is, the students are involved and engaged rather than simply observing				
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<b>Characteristic</b>	<b>Always</b>	<b>Usually</b>	<b>Sometimes</b>	<b>Never</b>
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<b>Is Dynamic and Enthusiastic</b>				
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I am enthusiastic about my professional responsibilities, including precepting				
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I vary the speed and tone of my voice				
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I use humor appropriately with students				
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I have an interesting style of presentation / teaching				
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<b>Relates Well to Students</b>				
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I have a genuine interest in students				
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I respect students as persons				
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I attempt to relate to students as individuals				
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I adapt to the differences in individual students				
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I am valued for advice beyond that directly related to the supervised practice experience				
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I am accessible to students				
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I am approachable and friendly				
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<b>Uses an Analytical Approach</b>				
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I discuss recent developments in the field				
I discuss points of view other than my own				
I share the origins of my ideas and concepts				
I provide references for interesting and involved points				
I explain why the student's work is correct or incorrect				
I have students apply concepts to demonstrate understanding				
I provide constructive and timely feedback				
<b>Characteristic</b>	<b>Always</b>	<b>Usually</b>	<b>Sometimes</b>	<b>Never</b>
<b>Is Competent and Confident</b>				
I demonstrate mastery in the area in which I am precepting				
I keep up-to-date in the area in which I am precepting				
I am confident in my expertise in the area in which I am precepting				
I am confident in my skill as preceptor				
<b>Models Professional Behavior</b>				
I show respect for others				
I demonstrate empathy for others				
I take responsibility for my actions				
I recognize my own limitations				

Sources: MH Oermann, *A Study of Preceptor Roles in Clinical Teaching*, *Nursing Connections* 1996 Winter; 9(4):57-64. An extended summary of Association for Medical Education in Europe Medical Education Guide No 20 R M Harden and J R Crosby Published in *Medical Teacher* (2000) 22, 4, pp 334-347 Tay Park House, 484 Perth Road, Dundee, DD2 1LR ([www.amee.org](http://www.amee.org)) Irby, David M. Clinical Teacher Effectiveness in Medicine. *Journal of Medication Education* 53:(October 1978):18-24. **From the Commission on Dietetic Registration Online Preceptor Training Program.** Available at: <http://www.cdrcampus.com/>

**Appendix A: Eastern Michigan University Coordinated Programs in Dietetics  
Student Handbook Policy on Professionalism:  
Dress Code for Supervised Practice Experiences**

Students are expected to look professional. Preceptors will share any specific dress code requirements of the facility. These may be stricter than the Program dress code. Students are expected to follow any additional requirements of the facility. The following dress code is expected by EMU and will apply to most facilities:

1. Proper hygiene to minimize body odor and residual smoke odor. Some sites do not permit smokers on their premises.
2. Refrain from using scented body products such as perfume, cologne, aftershave and lotions. Some foods absorb these scents and some people are highly sensitive to such products.
3. Short, clean fingernails (without polish) are required.
4. A clean and pressed white lab coat will be required by some sites/facilities.
5. Official EMU nametag (the Clinical Coordinator will provide instructions on how to obtain the official EMU nametag). There is a charge for this.
6. Dresses or skirts must be at least knee-length .
7. Full-length casual dress pants that are hemmed. No shorts or capri length pants. Jeans are not permitted. Leggings (no matter the material) may only be worn under a dress or skirt. Skin-tight pants are not acceptable. No fraying, holes or bleached out fabrics.
8. Tops must cover shoulders and midriff. Low cut necklines (front or back of top), shoulder cut-outs and sleeveless tops are not permitted.
9. Comfortable closed-toe walking shoes with non-slip soles. Sneakers and winter boots are not permitted. Leather fashion boots may not be permissible, especially in foodservice areas.
10. Appropriate undergarments must be worn; undergarments and midriffs are not to be exposed. No dark undergarments under light colored clothing.
11. Jewelry may be worn but is limited to engagement and wedding rings, watch/fitness tracker, and small earrings (no hoops, dangles or spacers); additional jewelry is not permitted. Exposed body piercings (except ears) are not permissible; all body jewelry must be removed.
12. Dark or neutral hose or socks must be worn at all times.

## **Conduct**

Conduct involves the responsibility of student(s) in Supervised Practice Experience or assigned areas away from the School of Health Sciences.

The student...

1. Is responsible to address the preceptor(s) and employees in a professional manner. Please ask how the preceptor would like to be addressed. Students are the first impression many of these professionals will have of EMU.
2. Is responsible to be flexible – recognizing that in working in the real world setting, change is inevitable.
3. Is responsible for his/her own appropriate automobile insurance and transportation to/from the facility. Students should not accept transportation from a preceptor, EMU faculty, or a client.
4. Is responsible for his/her own meals at facilities.
5. Is responsible for following the policies of facilities.
6. May not have their cell phone visible or in use. At no time are cell phone photos to be taken while in SPE, unless the preceptor gives permission and HIPAA privacy is not violated. The preceptor cannot waive HIPAA or give you permission to photograph others.
7. Is responsible for reporting on time. Arrive at least 10 minutes early for each day. This shows eagerness to learn and respect for the preceptor.
8. Must contact the preceptor at the facility and the EMU course instructor **prior** to the start of the experience if an emergency prevents reporting for SPE as scheduled.
9. Must reschedule missed hours as soon as possible with the preceptor and EMU course instructor.
10. With greater than one unexcused absence or tardiness from a supervised practice rotation, the student will be referred for a counseling session with the Program Director/Course Instructor to develop a plan of action. Additional unexcused absences or tardiness may result in dismissal from the EMU Coordinated Program.
11. May not leave assigned facility areas during supervised practice experiences without the permission of the preceptor. Students must always check in and check out with the preceptor before leaving the area or leaving for the day.

12. Is responsible for the cost (either through personal health insurance or personal funds) for any emergency/routine/personal health care delivered at an SPE facility or another facility related to illness occurring during supervised practice experience hours. EMU, SPE sites and preceptors are not responsible to cover such costs. All medical care costs not covered by personal health care insurance are the responsibility of the individual student.
13. Is not covered by worker's compensation; they are not employees of EMU or the facility.
14. Is responsible for completing necessary accident report forms of the facility if injured during supervised practice.
15. Is responsible for obtaining any immunizations, physical examinations, drug screening and background checks, and any fees associated with meeting these requirements, requested by the practice facility.

**Academy Code of Ethics:** <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>

### **Code of Ethics**

Nutrition and dietetics practitioners have voluntarily adopted the Code of Ethics to reflect the values and ethical principles guiding the nutrition and dietetics profession and to set forth commitments and obligations of the practitioner to the public, clients, the profession, colleagues and other professionals.

### **Published Code of Ethics**

In February 2018, the Academy Board of Directors and the Commission on Dietetic Registration Board approved the updated Code. The 2018 Code of Ethics for the Nutrition and Dietetics Profession is in effect as of June 1, 2018.

Accessed from the Academy website; [www.eatright.org](http://www.eatright.org)