This Handbook is designed to serve as a guide for students enrolled in the Combined MS/DI Program in Dietetics in the School of Health and Rehabilitation Sciences. It is a companion volume to the School of Health and Rehabilitation Sciences Student Handbook and the University’s Code of Student Conduct. The Contents herein represent an official communication of the official programmatic policies and procedures. These policies and procedures are meant to be helpful; not restrictive. Students are expected to be familiar with policies relating to the University and the School of Health and Rehabilitation Sciences. This handbook is revised annually and each new edition supersedes all previous editions. The most recent edition is available in the Current Students’ section on the School of Health and Rehabilitation Sciences Website at http://medicine.osu.edu/hrs/Pages/index.aspx.

Each student is encouraged to review policies and procedures pertaining to such matters as scheduling, supervised practice, graduation and grading, which are found in University bulletins and handbooks. This Handbook contains the mission, goals and student responsibilities of the Combined MS/DI Program in Dietetics. Information on the organization and administration of the Division and the school can also be found in this document. The Student Code of Ethics should be reviewed regularly. In addition, the Code of Ethics in Dietetics should be reviewed yearly. http://www.eatright.org/healthprofessionals/content.aspx?id=6868.
INTRODUCTION

Dietitians are food and nutrition experts. Their field combines the study of food, nutrition and health in relation to proper diet and food choices. Registered dietitians assess nutritional status and recommend foods or medical nutrition products to treat diseases or help individuals reach optimal fitness and health. They offer nutrition education for groups and provide nutrition counseling for people of all ages. Dietitians may manage foodservices in health care settings, schools, or congregate feeding sites. They may provide direct patient care in hospitals, nursing homes, or community settings. Dietitians may also work with athletes, fitness clubs, employee wellness programs or home health agencies. Some dietitians work in commercial settings such as food outlets or grocery store chains; others are employed in industry such as Kraft Foods, Abbott Laboratories or Gerber Baby Foods. Opportunities for employment are extremely varied. Some graduates join the Peace Corps and others enlist for military service. Many graduates combine the dietetics profession with medicine, nursing, physical therapy, pharmacy, occupational therapy, or other graduate degrees.

Mission and Goals
The mission of The Ohio State University Combined Dietetic Internship Program and Masters Degree Internship Program is to educate dietitians for high-quality entry-level practice and advancement to positions of leadership and influence. This dietitian is prepared to

1) think critically and engage in ethical decision making,
2) provide leadership for nutrition services,
3) practice and manage in a variety of environments,
4) function as an active team member, and
5) continue professional development throughout life.

This dietetic internship is flexible, futuristic, and firmly rooted in expert practice and the scholarly traditions of a major academic health center.

The internship provides flexibility. All interns need to develop a minimum set of core competencies as set forth by The Academy. Beyond that, flexibility is achieved in several ways. When determining placements and experiences for each rotation, faculty and preceptors build on the interns’ previous experiences and levels of competence. For example, if an intern has worked in a long-term care food service and can demonstrate mastery of performance requirements, they may have the opportunity to expand their skills in other areas of long term care such as consultation, applied research, or administrative projects.
The internship is futuristic in that it prepares interns to assume leadership roles in a rapidly changing health care marketplace. Graduates are prepared to meet the challenges of dietetic practice along the continuum of care in hospitals and other institutions, community-based programs, long-term care, industry, and entrepreneurial enterprises. An emphasis on team work, leadership development, management skills, critical thinking, and professional competence makes OSU interns particularly suited for emerging roles in medical nutrition therapy, nutrition education and counseling, wellness and healthy lifestyles, consultation, geriatrics, nutrition-oriented food systems, and community nutrition. The sports nutrition concentration allows these interns to gain experience within Division I athletics at The Ohio State University; within the training table in the athletic department; rehabilitation, schools, and corporate/city wellness programs.

The combined internship and masters degree program is firmly rooted in the scholarly and practice traditions of a major academic health center. Interns must complete the graduate degree; credits for supervised practice do not count toward the degree. Interns have the opportunity to be mentored by established practitioners in a variety of highly respected practice settings.

PROFESSIONAL CURRICULUM

Overview

This two-year combined dietetic internship master’s degree program is designed for students who have received a baccalaureate degree and have completed academic requirements established by the Commission on Accreditation for Dietetics Education of the Academy of Nutrition and Dietetics (AND). During the first year students complete 1200 hours of required supervised professional practice courses including medical nutrition therapy, counseling, foodservice management community nutrition, long-term care, and a culminating experience. Students complete a minimum of 30 credit hours at the graduate level including a research project culminating in a thesis or an approved advanced project. Professional courses are based on core competencies, which include: nutrition; food science; medical nutrition therapy; foodservice systems management; nutrition education and counseling; research methods; applied nutrition; and professional seminars. Required support courses include advanced topics in nutrition, counseling, medical nutrition therapy, and allied health. During the second year, students finish their culminating supervised practice experience and course work, complete a graduate practicum, conduct research and write a thesis, or complete a project. Graduates of the program receive a Master of Science degree, are eligible to sit for the RD examination, and may apply for a Limited Permit to Practice Dietetics in the State of Ohio.
Academic Expectations

Minimum academic achievement is required of all graduate students admitted to the Medical Dietetics Division and for continued enrollment in the division.

Any student who fails to achieve and maintain a cumulative GPA of 3.0 point-hour ratio shall receive a warning letter and may be placed on probation. Release from probation is dependent upon achievement of the required grade in any course and the 3.0 cumulative grade point-hour ratio the following semester. The student will be notified of the probationary status by the Graduate School. Such notification includes a clear statement of the student's academic requirements to avoid disenrollment from the Graduate School. **Supervised practice will be suspended for any student placed on academic probation.** In order for supervised practice to resume, the student must be released from academic probation AND the Director of Medical Dietetics must grant permission.

Any student who is performing unsatisfactorily in a supervised practice course should receive an evaluation from the course instructor. The evaluation should include warning of possible failure. Specific guidelines must be provided regarding what a student must do/not do to receive a passing grade. At the end of the rotation, the faculty member-in consultation with supervised practice preceptor, should decide whether the student should fail the rotation or if he/she has the potential to pass the rotation by spending additional time in supervised practice. If the student is likely to need more than two weeks to meet the required competencies, the student should be given a failing grade and not be permitted to continue the course sequence.

In the event that a student is expected to meet competencies within a short period (two weeks or less), the faculty member is responsible for (a) discussing the situation with other faculty members and coming to agreement on how additional time should be scheduled, (b) scheduling the time and arranging supervision with a preceptor, (c) providing for content remediation needed by the student, (d) defining in writing what the student must accomplish during the additional supervised practice time, and (e) determining, with input from the preceptor, whether the student should receive a passing grade after the additional week(s) of supervised practice.

Supervised practice is graded satisfactory or unsatisfactory (S-U). Students who receive a failing evaluation of clinical performance, who withdraw when failing at any time during the placement, and/or whose preceptor requests termination of the placement by the instructor,
will receive a U and must repeat the affiliation and achieve an S grade. Students who receive U grades in two placements will not be scheduled for other placements and will not receive verification eligibility to take the Registration Examination.

Any extenuating circumstances relating to an individual student's academic progress will be considered. Students have the right to present a petition for consideration by his or her advisor, the Medical Dietetics faculty, and the School Graduate Studies Committee. At the end of each semester, each student’s progress is evaluated. The Program Director receives a copy of an Advisory Report that lists grades for all courses for which the student has registered.

A satisfactory grade is required in each rotation before an intern may progress to the next rotation in a series. Students must satisfactorily pass all rotations before they are permitted to enroll in the culminating rotation.

Each intern is required to maintain an academic portfolio within the documentation system – E-VALUE, using established guidelines that are distributed during the internship orientation. Students should strive to keep up with E-value documentation and should discuss any issues with the program director or placement coordinator.

Withdrawal from the University
Students wishing to withdraw from the University during the semester must notify the Program Director and file an official OSU withdrawal in the Graduate Office to avoid being automatically marked as having failed in all courses for the semester. No withdrawals are permitted past the seventh week of the semester. The appropriate form is available in SHRS Graduate Administrative Office.

Petitioning to drop a course or withdraw from the University past the seventh week.

Occasionally, dire extenuating circumstances may require a student to withdraw past the seventh week. In this case, the student needs to obtain and file a "Seventh Week Petition" form from the Graduate School.

Withdrawal from the Graduate School

University rules apply to any student withdrawing from the program of study. Students are not permitted to change from one program of study to another. If a student decides to withdraw from one program, he or she must re-apply the following year to any other program of study.

A student who wishes to withdraw from the Graduate School should notify the division. At the discretion of the Program Director, a student who withdraws may be required to petition for reinstatement. Withdrawal forms are available in SHRS from the Graduate Administrative Office and should be filed in the Graduate School.
**Withdrawal from the Internship**

Students who are unable to satisfactorily complete supervised practice requirements but who are otherwise in good academic standing may finish degree requirements and receive a master’s degree through the School of Health and Rehabilitation Sciences. However, such a student will not receive verification to take the registration examination for dietitians and will not be awarded a certificate of program completion.

**Petitioning Program and/or Degree Requirements**

Students who feel that they have met the spirit of a program or degree requirement without fulfilling the exact course requirement or equivalent may petition use of their credits. The petition is obtained from the SHRS Graduate Administrative Office, which will provide assistance and guidance on the petition process.

**Academic Discipline**

Policies for good standing, probation, removal from probation, dismissal reinstatement, warning, scholarly misconduct, academic misconduct, and denial of further registration are stated in the Graduate School Handbook.

**Grievance Procedures**

University grievance procedures for graduate students are stated in the Graduate School Handbook. The first contact for filing a grievance is usually with the Medical Dietetics Division Director. Every effort will be made to resolve problems promptly and to treat students with fairness and respect.

**Student Disciplinary Policy and Procedures**

The Student Affairs Committee and Student Council of the School of Health and Rehabilitation Sciences established the following policy and procedures:

Any nonacademic disciplinary infraction that does not come under the jurisdiction of the University Code of Student Conduct will be handled within the division.

A student who has been disciplined within the division has the right to have his or her case reviewed by a disciplinary review committee composed of the following:

- Two faculty members from the Graduate Studies Committee, excluding the faculty representative of the division involved.
- A member from Administration and the student representative selected by the Chair of the Graduate Studies Committee.
The review committee shall be convened at the written request of the student within one week of the division’s decision. The student may be granted an extension of this one-week period by means of a written request.

SUPERVISED PRACTICE EXPECTATIONS

Any student who is performing unsatisfactorily in a supervised practice course should receive a written evaluation from the course instructor. The evaluation should include warning of potential failure. Specific guidelines will be provided that address any expectations or requirements that the student must adhere to in order to receive a passing grade. At the end of the course, the faculty member, in consultation with the supervised practice preceptor, will determine if the student should progress or if additional time is needed in supervised practice to pass the course.

If it is determined that the student needs more time in the existing area than the semester allows, the student will not be permitted to progress to the next course in sequence. This may result in a delay of graduation.

If it is determined that the student can meet competencies within the existing area during the remainder of the semester, the faculty member is responsible for (a) discussing the situation with other faculty members and coming to agreement on how additional time should be scheduled, (b) scheduling the time and arranging supervision with a preceptor, (c) providing for content remediation needed by the student, (d) defining in writing what the student must accomplish during the additional supervised practice time, and (e) determining, with input from the preceptor, whether the student should receive a passing grade after the additional week(s) of supervised practice.

Supervised Practice is graded satisfactory or unsatisfactory (S, U). Students who receive a failing evaluation (U) of clinical performance, who withdraw when failing at any time during the placement, and/or whose preceptor requests termination of the placement, will receive a U and must repeat the affiliation and achieve a satisfactory (S) grade.

Any student who has been placed on academic or professional probation and receives an unsatisfactory (U) grade will be subject to removal from the program.

Any student who receives two unsatisfactory (U) grades in Supervised Practice will be removed from the program and will not receive a Verification of Program Completion (necessary for eligibility to sit for the RD Registration Examination).

Any extenuating circumstances relating to an individual student's academic progress will be considered by the faculty. Students have the right to present a petition for consideration by the Medical Dietetics Director and follow-up by HRS Executive Committee.

At the end of each semester, student progress is evaluated. Additionally, at the end of the
junior year and prior to initiating supervised practice, all students may meet with the Program Director for a summary evaluation.

**Supervised Practice**

Each student is assigned to supervised professional practice to develop professional competency. Assignments include a minimum of 1200 hours total. Students can expect to attend supervised practice eight hours per day, Monday through Thursday, between the hours of 7am-6pm. There may be some variability depending upon sites and preceptor availability. Students may expect to drive outside of central Ohio to locations including but not limited to Mansfield, Zanesville, Springfield, Chillicothe, and other sites in the area for at least one of their supervised practice experiences.

It is mandatory that students attend all post clinical discussion seminars corresponding to supervised practice experiences. The time and location of these discussions will be determined each semester.

**Supervised Practice includes the following components:**

**Medical Nutrition Therapy**

Clinical experiences and post clinical conferences with an emphasis on assuming responsibility for patient nutrition care in the acute care, community, and outpatient settings. Sites may include, but are not limited to, the following locations:

- Adena Regional Medical Center, Chillicothe, Ohio
- Nationwide Children’s Hospital, Columbus, Ohio
- Chillicothe Veteran’s Administration Medical Center, Chillicothe, Ohio
- The Ohio State University Wexner Medical Center, Columbus, Ohio
- Fairfield Medical Center, Lancaster, Ohio
- Grant Hospital, Columbus, Ohio
- Springfield Regional Medical Center, Springfield, Ohio
- Columbus Neighborhood Health Centers (various locations), Columbus, Ohio

**Foodservice Systems Management**

Experience places an emphasis on specified management projects, the use of computerized information for problem solving and decision-making, engagement in problem-based learning, and managing the service of quality meals from menu planning to quality control and evaluation. Sites may include, but are not limited to, the following locations:

- The Ohio State University Wexner Medical Center
- The Ohio State University Residences and Dining Services
- Long-Term Care sites in Central Ohio
- School Systems in Central Ohio
• OSU Department of Athletics (Sports Nutrition only)

**Community Nutrition**

Methods of discovering problems in public health nutrition and practical application of nutrition information for improvement of nutritional status at various age levels with an emphasis on agency organization and funding, community needs assessment, and program planning. Sites may include, but are not limited to, the following locations:

- Central Ohio Diabetes Association
- Women, Infants and Children nutrition Program
- Central Ohio Nutrition Center, Inc.
- Columbus Health Department
- LifeCare Alliance
- Ohio Department of Education
- Children’s Hunger Alliance
- The Ohio State University Center for Wellness and Prevention
- The Ohio State University Women’s Health Initiative
- Broad Street Food Pantry

**Long-Term Care**

Identification of the documentation mandated for extended care and the nutritional care plans for persons in extended care facilities with an emphasis on conducting nutrition assessments, writing care plans, documenting resident clinical status using the MDS System, providing nutrition interventions, and monitoring resident outcomes. Multiple sites in Central Ohio are used each year. Sites may include, but are not limited to, the following locations:

- Friendship Village
- United Church Homes (various locations)
- Maria-Joseph Nursing and Rehabilitation Center
- Wexner Heritage Village
- Wesley Glen Retirement Community

**Culminating**

The goal of the culminating experience is for students to increase their independence in a practice area of emphasis (medical nutrition therapy: across the continuum). Numerous sites are available such as community, sub-acute/long-term care, nutrition counseling and education. Sites are selected based upon the student’s academic needs and their expressed preferences.
Sports Nutrition (Sports Nutrition interns only)

The Sports Nutrition concentration includes rotations within the Division I athletics at The Ohio State University with experience in football as well as other sports to include lean/weight control, team and individual sports. Food service rotations will be within the training table and fueling stations in the athletic department. Community rotations will be within rehabilitation, schools, and corporate/city wellness programs. Other required rotations include acute care and long-term care settings. Culminating experiences will be determined by student interest, but may include research, professional team or corporate wellness settings. This internship concentration is approximately 1400 hours and will start in July or early August of each year.

Students who are placed on academic or professional probation may not continue in supervised practice unless granted special permission by the Division Director. Please refer to the School of Health and Rehabilitation Sciences Handbook for further information at http://medicine.osu.edu/hrs/current-ohio-state-students/student-handbooks/pages/index.aspx

PROGRAM FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment</th>
</tr>
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<tbody>
<tr>
<td>Marcia Nahikian-Nelms, PhD RDN, LD</td>
<td>Professor – Clinical Faculty Director, Dietetic Education Programs and Clinical Education</td>
</tr>
<tr>
<td>Christopher Taylor, PhD RDN LD</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Colleen Spees, PhD RDN, LD</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Jackie Buell, PhD RDN, LD</td>
<td>Assistant Professor – Clinical Faculty Director – Dietetic Internship</td>
</tr>
<tr>
<td>Kathy Garrison, MS, RDN, LD</td>
<td>Lecturer Coordinator, Dietetic Internship Placements</td>
</tr>
<tr>
<td>Diane Habash, PhD RDN, LD</td>
<td>Clinical Associate Professor</td>
</tr>
<tr>
<td>Holly Estes, MS, RDN, LD</td>
<td>Clinical Instructor</td>
</tr>
<tr>
<td>Julie Tobias, MS RD</td>
<td>Clinical Instructor</td>
</tr>
</tbody>
</table>
CLINICAL FACULTY

Preceptors are appointed to clinical faculty positions based on years, breadth, and evaluation of service. A list of clinical faculty may be requested from the director.

FINANCIAL INFORMATION

Outside Employment

The professional component of the curriculum requires students to complete extensive day and evening clinical experiences. Because of the dynamic nature, these clinical experiences will likely interfere with the student’s ability to hold outside employment. Students need to make appropriate financial plans prior to enrolling in upper level Medical Dietetics Division courses. While students are not strictly prohibited from holding outside employment, such employment SHALL NOT interfere with the student’s ability to complete their coursework. Missing scheduled classes or supervised practice times may result in failure of the course or supervised practice rotation. An ongoing pattern of missed supervised practice or classes may lead to disenrollment from the major.

Tuition, Fees, Books

These costs change annually and are variable. Current information about tuition, fees, and other costs can be found online through the office of professional admissions at http://gpadmissions.osu.edu/

Criminal Background Checks

All students must go through a background check as part of the process for obtaining a medical center ID. This is a College of Medicine requirement. These are performed through hospital security and any costs incurred are the student’s responsibility. The School of Health and Rehabilitation Sciences retains a copy of the background check.

Student Liability Insurance

All students in the professional program are currently provided professional liability insurance through the College of Medicine. The College blanket liability insurance policy provides liability coverage for ALL assigned supervised practice experiences, both on-campus and off-campus. You MAY NOT begin any supervised practice without liability insurance. The blanket policy DOES NOT provide coverage for any non-assigned experience outside of educational requirements including optional employment or volunteer activities.
**Transportation to Clinical Sites**

Students are responsible for their OWN transportation to and from their clinical experience assignments. On-campus assignments are typically located at (or very near) sites on the campus bus loop, but some on-campus and all off-campus sites may require the student to arrange transportation. In cases where a student regularly ride-shares with another student, it is expected that transportation expenses are shared. Ride-sharing cannot always occur for the distance sites. Lack of transportation is NOT an excusable absence for class or supervised practice.

**Immunizations & Physical Exam**

Health screening and immunization requirements for the division are listed in the table below and may include a drug screen. Some sites may have additional health requirements. In the event that a student requires additional immunizations and/or a tuberculosis test to meet requirements, the cost of such immunizations is the student’s responsibility. All required immunizations are available through the Student Health Center. All students must have a two-step TB test within 30 days of beginning the supervised practice site. You may not begin supervised practice if you are not up to date on your immunizations.

Students are not eligible for coverage under a facility’s Workers’ Compensation. Students need to cover their own expenses for medical treatment. If an injury occurs while at a practice site, the student must complete any accident report form as required by the facility.
<table>
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<tr>
<th>Requirements</th>
<th>How to meet the requirements</th>
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<tbody>
<tr>
<td><strong>TB</strong></td>
<td>Initial PPD 2-step** &lt;br&gt; Annual PPD every year after</td>
</tr>
<tr>
<td></td>
<td>OR Annual QTF-G (IGRA) blood test</td>
</tr>
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<td></td>
<td><strong>Recommended for all students who have had BCG vaccine] to the TB OR QTF-G box</strong></td>
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<td></td>
<td><strong>Negative QTF-G (IGRA) within last year or negative CXR within last year if previously tested positive on skin test.</strong></td>
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<tr>
<td><strong>Tdap</strong> (Tetanus, Diphtheria, Pertussis)</td>
<td>Get if have not received Tdap previously, regardless of when previous Td was administered</td>
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<tr>
<td></td>
<td>Booster required every 10 years – Tdap must be current</td>
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<tr>
<td><strong>Measles, Mumps, &amp; Rubella</strong> (MMR)</td>
<td>2 doses MMR &lt;br&gt; OR 2 Measles, 2 Mumps &amp; 1 Rubella Dose</td>
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<tr>
<td></td>
<td>OR Positive serum antibody titer</td>
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<td></td>
<td>If there is a negative titer with no documentation of vaccination, student must receive 2 doses of MMR</td>
</tr>
<tr>
<td><strong>Varicella</strong> (Chicken Pox)</td>
<td>2 doses</td>
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<tr>
<td></td>
<td>OR Positive serum antibody titer</td>
</tr>
<tr>
<td></td>
<td>If there is a negative titer with no documentation of vaccination, student must receive 2 doses of MMR</td>
</tr>
<tr>
<td><strong>Hepatitis B</strong></td>
<td>3 dose series</td>
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<tr>
<td></td>
<td>AND Positive serum antibody titer</td>
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<tr>
<td></td>
<td>If the titer is negative, the 3 dose series AND the titer must be repeated</td>
</tr>
<tr>
<td><strong>Influenza</strong></td>
<td>Annual dose Compliance by <strong>Oct 1</strong> PT and HIMS</td>
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<tr>
<td></td>
<td>Annual dose Compliance by <strong>Nov 1</strong> AT, HS, Med.Diet., MLS, OT, PT, Rad. Sci.</td>
</tr>
<tr>
<td><strong>Physical</strong></td>
<td><strong>1st year ONLY</strong> AT, MLS, OT, Rad. Sci., RT</td>
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<tr>
<td></td>
<td><strong>Annual</strong> PT Only</td>
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<td></td>
<td>Med. Diet.- Not Required</td>
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</tbody>
</table>
**Drug Screen (12 Panel)**

Annual
More information provided by the program.

* Health Sciences—Students must meet these criteria ONLY if required by the site for Internships. *Revised March 2015*

**Effective: AU 2016-2017**

**Health and Medical Care**

Refer to the Student Handbook for Students in the School of Health and Rehabilitation Sciences. Note that you must complete your initial health evaluation and have it on file in the Student Health Services Office prior to the first week of the Autumn Semester.

NOTE: You must have a two-step PPD (Tuberculosis Test) within six weeks of beginning your supervised practice.

**Procedures for Obtaining Medical Care for Students covered by OSU Student Health Insurance:**

- If a minor injury occurs between 8:00 AM and 4:30 PM, the student should go to the Wilce Student Health Center located at 1875 Millikin Road, Columbus, Ohio, 43210. Students should refer to the Student Health Insurance program at [http://shi.osu.edu/](http://shi.osu.edu/) for the most up-to-date information.

- For a minor injury occurring outside the Wilce Student health Center office hours, but between 8:00 AM and 8:00 PM Monday – Friday or 10:00 AM – 6:00 PM on Saturday or Sunday, the student should go to the nearest Med-Ohio Urgent Care Facility. There is co-pay for eligible Urgent Care visits. Since this coverage is provided through the OSU insurance carrier, limitations for pre-existing conditions and other exclusions will apply.

For medical emergencies, the student should go to the OSU Medical Center or nearest emergency room.

**Procedures for Obtaining Medical Care for Students not covered by OSU Student Health Insurance:**

- If the injury is minor, the student may go to the Wilce Student Health Center, 1875 Millikin Road, Columbus, Ohio, 43210. There is no charge to see a medical professional at this facility. Fees will be charged if lab tests, x-rays, minor surgical procedures or pharmaceuticals are required. If you do not carry student health insurance, you must pay for medical services at the time of your visit. Major credit
cards are accepted.

- For a minor injury occurring outside the Wilce Student Health Center office hours, but between 8:00 AM and 8:00 PM Monday - Friday or 10:00 AM - 6:00 PM on Saturday or Sunday, the student should go to the nearest Med-Ohio urgent care facility. There is co-pay for eligible Urgent Care visits. Since this coverage is provided through the OSU insurance carrier, limitations for pre-existing conditions and other exclusions will apply.

**Professional Associations**

Students MUST join The Academy of Nutrition and Dietetics in the first semester in our program. Students are strongly advised to join the Columbus Dietetic Association, and perhaps their hometown local dietetic association. Information may be found on the bulletin board immediately outside Medical Dietetics or at The Academy of Nutrition and Dietetics website at [http://www.eatright.org](http://www.eatright.org).

**Financial Assistance**

Financial aid for The Ohio State University Health and Rehabilitation Sciences students is conducted by the Office of Student Financial Aid, 4th Floor SAS Building, 281 W. Lane Avenue, Columbus, OH 43210, (614-292-0300); [http://www.sfa.osu.edu/](http://www.sfa.osu.edu/).

Students with financial needs must be prepared to complete all application forms by the deadlines and become knowledgeable about various sources of financial aid. It is advisable to keep on-going financial records and plan a budget.

Financial aid applications for regularly enrolled students are available in early January from the Student Financial Aid Office. Applications for loans have varying due dates. Most aid to Health and Rehabilitation Sciences students is based on need; therefore the appropriate paperwork should be submitted well before the stated deadlines. All questions concerning need-based aid and university scholarships should be directed to the Student Financial Aid Office. See the Graduate School Bulletin for Financial Aid information.

The Academy of Nutrition and Dietetics awards a limited number of scholarships to senior Dietetic students. Refer to the website for more information and applications. [http://www.eatrightfoundation.org/Foundation/scholarships/](http://www.eatrightfoundation.org/Foundation/scholarships/)

Qualified Medical Dietetic students may apply for the Barbara Bott Memorial Scholarship and the M. Rosita Schiller Scholarship. Allocation of monies is based on scholarship and need. The recipient(s) is selected by members of the Medical Dietetics faculty. Depending on the funds available, two or more students may receive each of these scholarships. These scholarships are awarded Spring Semester for the following academic year. See your academic advisor for application information. Other scholarships may be available through the Columbus Dietetic Association, the Ohio Nutrition Council, and your district dietetic
association.

**Graduate Associateships**

Interns may apply for Graduate Associate positions to help support their study during the second program year. It is impossible for interns to hold a Graduate Associateship while engaged in Supervised Practice during the first year of the program.

Graduate Associate positions may be available in the School of Health and Rehabilitation Sciences or other University units. Some Medical Dietetics faculty members may have graduate associates for specific research projects. To be eligible for a GA appointment, interns must be in good standing, register in the Graduate School for at least nine credit hours, and maintain reasonable progress toward the degree. Graduate Associates are usually expected to work 20 hours per week. In return they receive a monthly stipend and a waiver of tuition and fees.

**GRADUATION REQUIREMENTS**

Total minimum requirements for graduation are 30 graduate credits for the Master’s Degree. A Verification of Completion, signed by the Program Director is required for eligibility to take the registration examination. The Master’s Degree and Internship is expected to take 4 semesters.

**Verification of Program Completion**

Students who successfully complete the program are given five copies of the *Verification of Program Completion* form with the Program Director’s original signature. Requirements for successful completion include:

- Completion of each required course with a grade of B or better.
- Completion of Thesis.
- Receipt of the Master’s degree.
- Completion of 1200 hours of supervised practice with a grade of “satisfactory” in each course.

**Regular Student Membership, Academy of Nutrition and Dietetics**

Active membership in Academy of Nutrition and Dietetics is contingent on professional knowledge, skills and competencies. The Medical Dietetics curriculum is designed to meet both these standards. The experience requirements for membership are integrated into the professional Medical Dietetics curriculum.

**Dietetic Registration**
Registration protects the health, safety, and welfare of the public by encouraging high standards of performance of persons practicing the profession of dietetics. In addition, registration provides the professional with the advantage of a legally protected designation, "Registered Dietitian Nutritionist", or "R.D.N." and also supplies an easily usable measure of professional competence in legislative and administrative standard setting.

Medical Dietetics students are eligible to take the registration examination after completing the B.S. degree and all required courses and supervised practice experiences and receiving a signed Verification of Program Completion form. Examination procedures are announced during the senior year; the R.D. exam is computerized and may be taken at an authorized center once the student has received their eligibility to take the exam.

**Licensure**

Dietitians must be licensed to practice dietetics in the State of Ohio. Eligibility requirements for licensure are the same as those for registration. Applications for licensure must be submitted to the Ohio Board of Dietetics. After completing all program requirements, students who intend to work in Ohio must request a "Limited Provisional Permit" to cover them until they pass the RD Exam. After receiving word that you have passed the RD exam, you must apply for a license to practice in Ohio or the state where you will be seeking employment.

**Class Attendance**

Attendance is required for all classes and assigned supervised practice experiences. If the student is late or cannot attend class because of illness or due to an excused absence, the instructor in charge of the course should be notified. Students in supervised practice should notify their preceptor and their faculty member if they expect to be late or absent.

The academic calendar is posted on the University website several years in advance. It is the student’s responsibility to be familiar with these dates and to plan personal leave or obligations during official academic breaks. This is especially important for making plans and arrangements for personal travel surrounding holidays, finals and semester breaks.

The student who misses a class will be responsible for the material missed. If the class is a laboratory or field observation the instructor will decide whether a make-up experience is necessary. The preceptor, in consultation with the instructor of record, will determine if supervised practice experiences must be made up if a student has missed more than one day during a semester. Senior students will be requested to make-up times missed for job interviews. Students should attempt to schedule these interviews on days when there is no supervised practice. If a student has received a warning in supervised practice, no days may be excused for job interviews.
Coursework to Achieve Prerequisites for Graduate School of Other Programs

Students needing coursework for prerequisites to enter other graduate programs must schedule these courses around their Medical Dietetics Curriculum. Students may not leave supervised practice to take courses.

E*Value

At the beginning of the professional year, each student is granted access to the E*Value Healthcare System, which allows tracking of supervised practice hours and competencies needed for graduation. The E*Value System also includes a portfolio feature that allows the student to record accomplishments and set goals for professional growth. This portfolio can be used during job interviews to illustrate skills and accomplishments.

PROFESSIONALISM

Attire

Each student enrolled in an allied health profession is expected to maintain proper personal appearance and to dress appropriately for the health care setting. The style of clothing acceptable and/or appropriate for public wearing is not always acceptable or appropriate to the health areas. The health area buildings include all those within the Wexner Medical Center at Ohio State University Campus.

A student must assume responsibility for appropriate appearance and dress in lecture and in clinical areas. Good grooming is essential. Exaggerated clothing and hair styles or unkempt beards are out of place in the health areas.

When in any clinical area, Medical Dietetics students reflect their chosen profession to health center staff and visitors. They are expected to adhere to the prescribed code of dress and grooming when in the health center area.

- Students must wear a short School of Health and Rehabilitation Sciences official lab coat and polo shirt to sanctioned events with nametag. The order forms will be provided during the junior orientation period.

- Sport or athletic shoes, boots, open-toed or open-heeled shoes, bare legs and jean pants are not acceptable attire. When in the food service area, students must wear closed toe leather shoes and hair nets or caps.

- Dress clothes and laboratory coats should be clean, neat, and appropriate to the health professional attire of the institution where the clinical experience is obtained.

- Hair coverings are worn in any food service preparation and serving area.
• Body piercings (except for earlobes) and tattoos are not acceptable and must be concealed from sight.

• Students must adhere to the dress code of any site they attend.

STANDARDS OF CONDUCT

OSU Code of Conduct

A Synopsis of the University Code of Student Conduct is published each semester in the Master Schedule of Classes. The complete Code of Ethics for the School of Health and Rehabilitation Sciences can be found in the SHRS Student Handbook (http://medicine.osu.edu/hrs/current-ohio-state-students/student-handbooks/Documents/SHRS.HandbookFINALrev1.pdf).

Because many states, institutions and registration licensure boards impose severe restrictions on hiring or credentialing medical personnel who have felony or misdemeanor convictions, the student having such a record must seek advice from the Student Affairs Office at the School of Health and Rehabilitation Sciences before pursuing a course of study leading to a profession where such restrictions might preclude certification or employment in the desired profession.

Professionalism and Social Networking

Social networking is a common activity that has the potential to increase our ability to interact with each other in positive ways. However, the ability of the internet to instantly reach millions of people, both within and outside of the medical profession makes it imperative that we take safeguards to insure that social networking does not erode the values of the medical profession or damage the reputation of the profession or the medical center.

Definitions:

Social Networking: The use of various internet sites to connect people via web based technology. This includes, but is not limited to, Facebook, Myspace, Flickr, Instagram, Snapchat, web blogs, and chat rooms.

Publically Disseminate to distribute to a wide audience, either through posting to a non-secure website, sending content in an email, posting flyers.

Values of the Dietetics and Medical Profession: altruism, respect, confidentiality, prudence, tolerance, integrity and a commitment to personal excellence.

The policy of the OSUCOM regarding student and faculty use of social networking sites is delineated below. Students and Faculty of the College of Medicine, Health and Rehabilitation Sciences, Medical Dietetics and Health Sciences:
• Should take steps to insure that their social networking sites have the appropriate privacy settings to avoid inadvertent dissemination of material to audiences beyond their control.

• Should include a disclaimer with postings that clearly state the expressed opinions belong to the writer alone and do not necessarily reflect the views of the College of Medicine, Health and Rehabilitation Sciences, Medical Dietetics and Health Sciences.

• May not write about patients in a manner that could in any way convey the patient’s identity even accidentally. They are cautioned that patients with rare diagnoses, physical appearances, and specific locations within the medical center may be easily identifiable even in the absence of names and medical record numbers.

• May not write defamatory comments about faculty, staff, students, and health professionals within the medical center or other supervised practice site.

• May not post someone else’s work (including from internet sites) without attribution.

• May not post pictures or descriptions that demonstrate participation of students, faculty, or staff engaging in unprofessional behavior.

Faculty are strongly discouraged from inviting people who are actively enrolled in programs at Ohio State to participate in any social networking community that involves their personal lives. Social networking communities limited to professional work are acceptable.

**Consequences**

Students who fail to adhere to the standards of professionalism regarding social networking will be referred to the Health and Rehabilitation Sciences School Executive Committee for sanctions. The same sanctions for social networking transgressions exist as for other professionalism breaches up to and including dismissal from the School.

**Dietetic Codes of Conduct**

• AND Code of Ethics: [http://www.eatright.org/codeofethics/](http://www.eatright.org/codeofethics/)

• Scope of Dietetics Practice Framework: [http://www.eatright.org/HealthProfessionals/content.aspx?id=6867](http://www.eatright.org/HealthProfessionals/content.aspx?id=6867)
PROFESSIONAL ACTIVITIES AND ORGANIZATIONS

University Committee Memberships

Students are encouraged to participate in the Medical Dietetics Division, School of Health and Rehabilitation Sciences Student Council, and Wexner Medical Center Department of Nutrition committees, and any other university-related organizations.

Student Dietetic Association (SDA)

All students admitted to the Medical Dietetics Division are eligible to become members in this association. Dues are nominal and payable to the SDA treasurer. The purpose of this organization is to promote the dietetic profession through meetings, programs and activities related to dietetics and nutrition. It also serves as an ombudsman for the needs of the group and stimulates fellowship and professional growth. Election of officers is held Spring Semester of each academic year. Meetings are held at least twice per semester and include opportunities for professional education, community service and social activities.

Affiliate Membership, Academy of Nutrition and Dietetics

Students are required to apply for affiliate membership in The Academy of Nutrition and Dietetics any time after Spring Semester of the sophomore year. This entitles students to a subscription to the Journal of the Academy of Nutrition and Dietetics, access to the “members only” section of the AND website, and discounts on AND publications and products.

Affiliate Membership, Columbus Dietetic Association

Students may apply for student membership in the Columbus Dietetic Association. Meetings are held monthly and topic areas vary. Attending meetings provides students with good networking experiences and increases educational opportunities. Attendance at such meetings can be recorded in your Portfolio to show professional development.

MISCELLANEOUS INFORMATION

ID Badge

The name badge (I.D.) provided by the School is to be worn whenever the student is in the clinical area. Information on the I.D. badge will be the student's first initial and last name.

All students shall wear an identification badge on the clinical uniform. The I.D. badge shall be attached above the left breast pocket or on the left upper chest area. I.D. badges are available at no cost from the OSU Hospitals Safety and Security Office. The Division submits a list of names of students authorized to receive an official I.D.
School Lab Coat and Polo Shirt

A School of Health and Rehabilitation Sciences official lab coat and polo shirt must be purchased to wear to sanctioned events. The order forms will be provided during the fall orientation.

Equal Opportunity and Nondiscrimination Policy

Equality of opportunity is a basic philosophy of Ohio State. Mindful of the need for all persons to adapt to the changing roles and needs of society, the University also provides evening programs and continuing education opportunities to serve a wide spectrum of lifelong learning needs. In the exploration of new ideas and in the preparation of citizens for their roles in a changing society, the University represents a human commitment - an expression of the aspiration of people to better themselves and the world in which they live.

The policy of The Ohio State University both traditionally and currently, is that discrimination against any individual for reasons of race, color, creed, national origin, religion, sex, sexual orientation, age, handicap, or Vietnam-era veteran status is specifically prohibited. Accordingly, equal access to employment opportunities, admissions, educational programs, and all other University activities is extended to all persons, and the University promotes equal opportunity through a positive and continuing affirmative action program.

The University’s Office of Human Resources/Affirmative Action, 1590 North High Street, Suite 300, Columbus, OH 43201-2190; 614-292-1050, is responsible for the coordination of matters relating to equal opportunity and affirmative action.

Access to Personal Files (Family Education Rights and Privacy Act (FERPA))

The University policy regarding privacy and release of student record information is contained in the Master Schedule of Classes. Medical Dietetics students may review the content of their files upon request and in the presence of a faculty member or authorized individual, such as the Director, Office of Student Affairs.

The FERPA act creates certain problems for students who may be subjects of news stories. The School cannot release names and addresses or certain other data without prior student permission. We also cannot send credentials to prospective employers without a written request or permission. The graduate who expects to have prospective employers or graduate schools request information should complete a release form. Also, interns who request recommendations from faculty should use the School recommendation form that includes space for the student’s signature.

For questions about this federal legislation, consult the Student Affairs Office or http://www.ed.gov/.
Atwell Hall Regulations

Under the OSU non-smoking policy, SMOKING IS PROHIBITED IN ALL AREAS OF ATWELL HALL. Smoking cessation programs are offered through the University Office of Human Resources.

Food and drinks are not permitted in the classrooms and laboratories. Students may use the vending area and lounge in the basement.

A faculty member must be present for all student meetings held in the building after 5:00 p.m. and on weekends.

All signs posted in the School are subject to review by the Student Affairs Office.

Student organizations need to secure permission of the SHRS Student Affairs Committee before scheduling a fundraiser in the building. This committee can be contacted through the Student Affairs Office, 206 Atwell Hall.

Any maintenance problems within the building should be reported to the Student Affairs Office, 206 Atwell Hall.

Mailboxes

Each student is assigned a file folder in the Medical Dietetics reception area. Check this file frequently for general information and for graded class assignments.

Outside Employment

Medical Dietetics students may seek part-time positions while enrolled in the Medical Dietetics Division. Many students need to work to pay tuition and other living expenses. Attending classes and assigned supervised practice experiences must be given priority ahead of a work schedule. You are expected to attend classes and to be at the designated hospital, clinic, nursing home, or other site during the assigned hours. Work is not an excused absence from attending all or part of any classes or supervised practice experiences.

Medical Dietetics students wishing employment at the Wexner Medical Center may apply for these positions through the Human Resource Department of the Medical Center as do other applicants for these positions.

Pregnancy Policy

In some divisions, enrollment of pregnant students may require careful planning of academic and clinical experiences in order to protect the health of mother and fetus. It is important, therefore, that the student who suspects she may be pregnant informs the division director immediately, and definitely by the time the pregnancy is medically confirmed. Maintaining
communication with the division director throughout the pregnancy is important.

If she must withdraw from a program, a pregnant student in good academic standing will be eligible for reinstatement following termination of pregnancy and health clearance from her physician. The curriculum of many programs does not allow for program interruptions; therefore, withdrawal usually results in a student being unable to continue the program until the following year.

**Alumni Society**

Graduates and former students in the School of Health and Rehabilitation Sciences automatically become members of its Alumni Society. Usually a football brunch is scheduled in the fall and another social function in the spring. Graduates and former students are also eligible for continuing membership in the Ohio State University Alumni Association.

An increasing number of alumni are electing to support the School of Health and Rehabilitation Sciences by gifts to The Ohio State University Development Fund that are designated for their professional division. SHRS Alumni receive the "Alumni News" twice each year and are encouraged to share information about families and careers for possible publication. The Alumni Society is genuinely interested in the whereabouts, personal and professional achievements, and employment changes of graduates. Such information may be sent to:

Alumni Society  
School of Health and Rehabilitation Sciences  
453 West Tenth Avenue  
Columbus, Ohio  43210

At all times, alumni are encouraged to share insights that might contribute to the betterment of the School or one of its divisions.

**Complaint Process**

If you believe that our dietetics programs are not in compliance with the accreditation standards, you may file a complaint with the accrediting agency.

The Accreditation Council for Education in Nutrition and Dietetics will review complaints that relate to a program’s compliance with the accreditation/approval standards. The Council is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.
A copy of the accreditation standards and/or the Commission’s policy and procedure for submission of complaints may be obtained from the Program Director or by contacting the Education and Accreditation staff as follows:

The Academy of Nutrition and Dietetics  
120 South Riverside Plaza  
Suite 2000  
Chicago, Illinois 60606-6995  
Phone: 1-800-877-1600 ext. 4872

Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics, at the above address.

Affiliation Agreement

Attached is a copy of the standard affiliation agreement that is formalized with each supervised practice site.
CLINICAL EDUCATION AFFILIATION AGREEMENT
between
___________________________________
and
The Ohio State University
School of Health and Rehabilitation Sciences
Medical Dietetic Division

This Agreement, effective ___ day of __________ 2015, by and between the ______________________________________ (hereinafter referred to as the FACILITY) located at _______________________________________________ and The Ohio State University, on behalf of its School of Health and Rehabilitation Sciences, located in Columbus, Ohio (hereinafter referred to as the SCHOOL) by and through their duly authorized administrators.

WHEREAS, the SCHOOL is currently conducting an educational program for Medical Dietetics and desires to obtain clinical education experiences for the students enrolled in the curriculum; and

WHEREAS, the FACILITY recognizes the need for and desires to aid in the educational development of ancillary health care professionals, and is willing to make its premises available for such purposes; and

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth it is mutually understood and agreed upon by the parties hereto, as follows.

I. SCHOOL RESPONSIBILITIES

A. The SCHOOL shall be responsible for the curriculum planning, admission, administration, requirements for matriculation, faculty appointments and promotions as required by the accrediting agency in each program.

B. The SCHOOL shall be responsible for the assignment of students to the FACILITY. The SCHOOL will provide the FACILITY with names, dates, and hours of assignment and other information specified by the SCHOOL or FACILITY at least six (6) weeks prior to the commencement of each student's clinical education placement.

C. The SCHOOL shall determine the course of action when the student is determined unacceptable to the FACILITY or SCHOOL. The SCHOOL is responsible for the withdrawal of the student from the FACILITY with written notice to the FACILITY of such an action. In an emergency, FACILITY can impose temporary or permanent withdrawal of the student from the FACILITY. Notices of such withdrawal shall be in writing to the SCHOOL and shall state the reason for the withdrawal.
D. The SCHOOL shall provide to the student(s) the FACILITY’s policies and procedures provided by the FACILITY, by which the student(s) are expected to abide during periods of clinical placement and while on FACILITY premises.

E. SCHOOL shall arrange for students to meet the requisite health requirements before beginning their educational experience. For details of the health requirements see Exhibit A which is attached and incorporated herein by reference. Upon request either SCHOOL or student will provide proof of health requirements. SCHOOL will inform students of any additional health requirements of the FACILITY.

F. The SCHOOL shall, as part of its curriculum, instruct students as to the importance of patient privacy and confidentiality, as well as inform them of the various federal, state and local laws that may impact patient confidentiality. The SCHOOL also agrees that it shall inform students that they are to comply with the FACILITY’s written policies and procedures for patient confidentiality, including those implemented pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). SCHOOL also shall make reasonable, good faith efforts to cause its faculty (if applicable) to maintain the confidentiality of all FACILITY protected health information.

G. The SCHOOL shall require that all students, upon admission and acceptance into the SCHOOL’S education program and annually (if applicable), undergo and pass the following:
   * Criminal background check performed by the Bureau of Criminal Identification and Investigation (Includes FBI Check)
   * Drug screening exam – (Drug Abuse Panel of 12 chemicals)

The SCHOOL agrees to send only students who have successfully passed both the criminal background check and drug screen. Failure by a student to pass the criminal background check and drug screen shall preclude the student from participating in any clinical education experience at the FACILITY. Upon request from the FACILITY and student’s consent, the SCHOOL will provide the FACILITY with a copy of the results.

H. The SCHOOL shall designate a faculty point of contact for communication and coordination of the academic-clinic learning experience.

I. The SCHOOL shall assure that each student is covered by general and professional liability insurance in the amounts of no less than $1,000,000 per occurrence and $3,000,000 in the aggregate. If proof of insurance required, FACILITY may access evidence of required insurance coverage procured by The Ohio State University for its students in compliance herewith by going to the SCHOOL website below: http://busfin.osu.edu/FileStore/PDFs/OSU_2014_Student%20GL.pdf. SCHOOL shall maintain self-insurance of no less than 1,000,000 per occurrence applicable to the SCHOOL.
J. The SCHOOL agrees to provide the student with an explanation and copy of this Agreement.

K. The SCHOOL is a state university, and to the fullest extent permitted by the State of Ohio, including but not limited to Ohio Revised Code Chapter 2743 law and decisions thereunder, the SCHOOL shall be responsible for any and all claims for damages which are attributable to the negligent actions or omissions of the SCHOOL, its officers, or its employees while acting within the scope of their employment or under this Agreement.

II. FACILITY RESPONSIBILITIES

A. The FACILITY shall be responsible for the administration of the clinical education experience, and in so being, shall provide learning experiences which are planned, organized, and administered by qualified staff in accordance with mutually agreed upon educational objectives and guidelines.

B. The FACILITY will provide applicable policies and procedures to the SCHOOL, to which the students shall be expected to adhere, during periods of clinical experience and while on FACILITY premises. The FACILITY shall be responsible for providing an identification badge for the student.

C. FACILITY agrees to provide training on its HIPAA and confidentiality policies and procedures for the SCHOOL's students and faculty (if applicable) as part of the clinical education experience outlined in this Agreement. Students and faculty (if applicable) shall abide by the FACILITY's HIPAA and confidentiality policies and procedures. No protected healthcare information (PHI) is anticipated to be exchanged between SCHOOL and FACILITY. It is understood that students are considered members of the FACILITY's workforce as that term is defined by 45 CFR 160.103, when engaged in activities pursuant to this Agreement and so do not meet the definition of business associates under HIPAA. Therefore, no business associate agreement between the parties is necessary. However, the students are not and shall not be considered to be employees of the FACILITY.

D. The FACILITY will assign and designate a clinical point of contact that is to be responsible for planning and administering the clinical education experience.

E. The FACILITY shall be responsible for the facilitation of the student's professional growth through selection of projects for teaching purposes and educational assignments, and for the provision of adequate space, equipment and supplies to meet the objectives of clinical training.

F. Students shall provide nutrition services for patients only when under the supervision of a registered or licensed dietitian. For other learning experiences
such as community nutrition or foodservice management, students may be assigned to work under the direction of other qualified individuals. Students shall perform assignments and participate in staff meetings and inservice educational programs at the discretion of their supervisor(s) as designated by the FACILITY.

G. The FACILITY shall on reasonable request, permit the inspection of its clinical facilities, services available for clinical experiences, student records, and such other items pertaining to the clinical education experience as may be relevant, by representatives of the SCHOOL or agencies, or both, charged with responsibility for approval of the facilities or accreditation of the curriculum. The FACILITY shall report to the SCHOOL any change in the approval or accreditation of the FACILITY or its clinical education program.

H. The FACILITY shall be responsible for the submission of required reports in accordance with SCHOOL procedures and for informing the SCHOOL of significant staff or administrative changes in the clinical education experience.

I. The FACILITY agrees to provide emergency health care for illnesses or injuries resulting from the clinical placement. The student shall be responsible for any costs incurred as a result of such care or treatment.

J. Except in emergencies, the FACILITY shall not grant leaves of absence from regular duties to students during their clinical placements without prior approval from the SCHOOL.

K. FACILITY shall be responsible for any and all claims for which are attributable to the negligent actions or omissions of the FACILITY, its officers, or its employees while acting within the scope of their employment or under this Agreement.

L. FACILITY must maintain adequate comprehensive general and professional liability insurance.

III. STUDENT RESPONSIBILITIES/STATUS

A. The student shall provide evidence of health immunizations and screenings in accordance with Exhibit A, and any other health requirements of the FACILITY prior to the clinical education experience.

B. The student shall provide his/her own Health Insurance coverage if not provided by the SCHOOL.

C. The student agrees to provide his/her own transportation to and from the FACILITY as well as any maintenance during the clinical education experience.
D. The student agrees to abide by the existing rules, regulations, policies and procedures of the FACILITY as provided to the student.

E. The students are trainees, and not employees of the FACILITY. Students are not to replace FACILITY staff.

IV. GENERAL PROVISIONS

A. The number of students eligible to participate in the clinical education experience will be mutually determined by agreement of both parties and may be altered by mutual agreement.

B. Each party agrees that no student participating in the clinical education experience will be deemed to be an employee of the FACILITY or the SCHOOL nor will the FACILITY be liable for the payment of any wage, salary, or compensation of any kind for service provided by the students. Further, no student will be covered under the FACILITY'S Worker's Compensation, social security, or unemployment compensation programs.

C. Both the SCHOOL and the FACILITY shall acknowledge that the primary purpose for students' participation is educational and that the FACILITY remains ultimately responsible for the care of its patients.

D. Neither party shall discriminate against any individual on the basis of race, color, religion, sex, sexual orientation, national origin, age, ancestry, disability, military or veteran status, or genetic information.

E. Each party may enter into agreements with other institutions at any time.

F. The terms and conditions of this Agreement may be amended by written instrument executed by both parties.

G. Neither party to this Agreement may assign this Agreement without the prior written consent of the other.

H. This Agreement shall automatically renew annually from its effective date, unless and until it is terminated by either party. Either party shall have the right to terminate this Agreement with ninety (90) day written notice of the intent to terminate. Students currently assigned to the FACILITY at the time of termination shall be allowed to complete their clinical education experience under the terms of this Agreement. Any notices required under this Agreement shall be directed to:
For the SCHOOL:
The Ohio State University

Office of the Director
School of Health and Rehabilitation Sciences
_____________________________________
453 W. 10th Ave., 106H Atwell Hall
Columbus, OH 43210
Attn: Clinical Contracts Coordinator

Copy to:
Associate General Counsel for Health Sciences
Wexner Medical Center at OSU
Meiling Hall, Suite 200
370 W. 9th Avenue
Columbus, Ohio 43210

I. This Agreement shall supersede any and all prior agreements between the parties regarding the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement and warrant that they are officially authorized to so execute for their respective parties to the Agreement.

THE OHIO STATE UNIVERSITY

_________________________________
Deborah S. Larsen, PhD
Director, School of Health and Rehabilitation Sciences

Date: ________________

(FACILITY)

_________________________________
(Signature)
Name: ____________________________
(Please Print)
Title: ____________________________

Date: ________________

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