

# **STUDENT HANDBOOK**

**Food Management Program**

**Department of Nutritional Sciences**

**Texas Christian University**

**Fort Worth, TX 76129**

**2009-2010**



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The following pages in the FOMA Student Handbook are updated annually to stay consistent with information in the NTDT Website, TCU Student Handbook and the TCU Undergraduate Bulletin.

TCU Department of Nutritional Sciences, 2009-2010.

## Introduction

The Food Management major is designed for students who elect to emphasize practical experience in the food industry and/or management of foodservice systems. This program offers a four-year curriculum that combines didactic course work and supervised practical experience (4 semesters – 16 hours) in the junior and senior years, and an additional 6 hours option for supervised practical experience in the senior year. Students focus on a different application in the food industry for each semester of practical experience, with "hands-on" training in commercial and institutional foodservice systems and management. A minor in general business, public relations/advertising, or radio-TV-film is required.

Program graduates will be better prepared with the knowledge and skills needed for the current job market and have a greater selection of career opportunities. Graduates of this program are eligible for positions in commercial and institutional food service and management; food production and product development; sales and marketing (food brokers and equipment vendors); supermarkets and distribution; culinary, restaurants, and hotel food and beverage hospitality; consumer education (industry representatives and professional food demonstrators); and/or entrepreneurial ventures (catering, consulting, and restaurant owners).

Student eligibility for the Program includes: (a) a minimum *cumulative* grade point average of 2.7 (based on a 4.0 scale), (b) a minimum grade point average of 2.5 in the Associated Requirements, and (c) a grade of "C" or better in all NTDT courses and all Associated Requirements.

*Major Requirements:* NTDT 10003, 10103, 20403, 21163, 30103, 30123, 30133, 30144, 30303, 30313, 40353, 40403, 40411, 40421, 40431, 40970 (16-22 hrs). *Total NTDT credit hours:* 56-62. *Other Required Courses:* BIOL 20233, MATH 10043, ACCT 20153, FINA 30153, MANA 30153, MARK 30153.

*Minor Requirements:* General business, public relations/advertising, radio-TV-film or other approved minor. A minimum of 125 semester hours is required for the baccalaureate (BS) degree.

Business Minor: The new minor requirements are as follows with old minor equivalents in parenthesis:

ACCT 20653 (ACCT 20153, 20163)  
MARK 30653 (MARK 30153)  
MANA 30653 (MANA 30153)  
FINA 30653 (FINA 30153)  
MARK 40653 (new)  
MANA 40653 (new)

## Program Director and FOMA Faculty

### FOMA Director

Lyn Dart, PhD, RD, LD

Associate Professor, Department of Nutritional Sciences

[l.dart@tcu.edu](mailto:l.dart@tcu.edu)

	<u>Room</u>	<u>Telephone</u>
FOMA Program Office	Bass 114	817-257-6321
<u>Department of Nutritional Sciences Office</u> Charlotte Crawford, Administrative Assistant	Bass 106	817-257-7309

### FOMA Faculty

Kelly Andrews, MS CFCS	Bass 112A	817-257-7518
Mary Anne Gorman, PhD, RD, LD	Bass 117	817-257-6319
Rebecca Dority, MS, RD, LD, CDE	Bass 115	817-257-6322
Gina Hill, PhD, RD, LD*	Bass 116	817-257-6310
Judy Sargent, MS, RD, LD	Bass 112A	817-257-7518
Anne VanBeber, PhD, RD, LD	Bass 106B	817-257-6310

Faculty Advisors. A faculty advisor is assigned to each student. This faculty member will be available to provide advisement regarding registration, general academic progress, and career planning. Students are encouraged to consult with their advisors on a regular basis, at least once each semester.

## **Mission Statement of the Department of Nutritional Sciences**

The Mission of the Department of Nutritional Sciences at Texas Christian University is to provide a distinctive program of study in all areas of nutrition and dietetics within a traditional liberal arts setting.

The faculty of the department affirms their commitment to the education of broadly informed, scientifically competent, self-educating, and ethically responsible professionals who are capable of entering successful careers in nutrition and dietetics, and are cognizant of the needs of the community and society at large.

## **Food Management Program Mission Statement Texas Christian University**

The mission of the Food Management Program (FOMA) is to educate students within a liberal arts environment and to provide students with the knowledge and skills for entry-level employment in the food and nutrition industry. The FOMA combines coursework emphasizing food procurement, production, distribution, and service, and supervised practical experiences with training in commercial and institutional management of foodservice systems.

### **FOMA Program Goals**

- (1) The program will prepare graduates to achieve competence in program and core requirements for a Bachelor of Science degree in Food Management.
- (2) The program will provide graduates with adequate knowledge and skills to secure employment and/or post-graduate education in the food and nutrition industry.
- (3) The program will prepare graduates to continually participate in professional activities and education, service, and growth.

### **Program Learning Objectives**

- FOMA students will demonstrate oral and written communication skills.
- FOMA students will demonstrate a working knowledge of physical, biological and social sciences.
- FOMA students will demonstrate the ability to use efficiently and effectively the techniques and tools for managing foodservice systems.
- FOMA students will demonstrate knowledge of basic principles and skills in business applications
- FOMA students will demonstrate knowledge of research applications and the scientific method.

- FOMA students will demonstrate a working knowledge of food science and preparation.
- FOMA students will complete over 700 hours of supervised practice (four semesters - junior and senior years) under the direct supervision of a foodservice professional, in the areas of commercial and institutional food management systems.

### **Supervised Practical Experiences - Learning Outcomes and Competencies**

Learning outcomes for supervised practical experiences will be site specific, follow a systems approach to food management, and support CADE (Commission on Accreditation for Dietetics Education, American Dietetics Association) Foundation Knowledge and Competencies (Eligibility Requirements and Accreditation Standards, 2008). The following list of CADE competencies/learning outcomes will be adapted per internship site and dependent on the type of organization/business focus:

#### **(1) Scientific and Evidence Base of Practice: integration of scientific information and research into practice.**

Upon completion of the FOMA, students will be able to:

- Select appropriate indicators and measure achievement of programmatic, quality, productivity, economic or other outcomes.
- Apply evidence-based guidelines, systematic reviews and scientific literature.
- Justify programs, products, or services using appropriate evidence or data.
- Evaluate emerging research for application in practice.
- Conduct research projects using appropriate research methods, ethical procedures and statistical analysis.

#### **(2) Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional.**

Upon completion of the FOMA, students will be able to:

- Practice in compliance with current federal regulations and state statutes and rules.
- Demonstrate professional writing skills in preparing professional communications (such as research manuscripts, project proposals, education materials, policies and procedures)
- Demonstrate active participation, teamwork and contributions in group settings
- Refer clients to other professionals and services when needs are beyond individual scope of practice.
- Apply leadership principles effectively to achieve desired outcomes.
- Serve in professional and community organizations.
- Demonstrate professional attributes such as advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic within various organizational cultures.
- Perform self assessment, develop goals and objective and prepare a draft portfolio for professional development.

#### **(3) Customer Services: development and delivery of information, products and services to individuals, groups, and populations:**

Upon completion of the FOMA, students will be able to:

- Develop and demonstrate effective communications skills using oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing.
- Demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods.
- Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management merging consumer desire for taste, convenience and economy with nutrition, food safety and health messages and interventions.
- Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

**(4) Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.**

Upon completion of the FOMA, students will be able to:

- Use organizational processes and tools to manage human resources
- Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food
- Apply systems theory and a process approach to make decisions and maximize outcomes
- Participate in public policy activities, including both legislative and regulatory initiatives
- Conduct clinical and customer service quality management activities
- Use current informatics technology to develop, store, retrieve and disseminate information and data
- Prepare and analyze quality, financial or productivity data and develop a plan for intervention
- Conduct feasibility studies for products, programs or services with consideration of costs and benefits
- Obtain and analyze financial data to assess budget controls and maximize fiscal outcomes
- Develop a business plan for a product, program or service including development of a budget, staffing needs, facility requirements, equipment and supplies
- Complete documentation that follows professional guidelines, guidelines required by food management systems and guidelines required by the practice setting

## Program Policies and Procedures

1. The FOMA provides an academic program that integrates didactic instruction with supervised practice experiences. Program length is four semesters. Students must acknowledge that each semester will incorporate a combination of lecture-based classes plus supervised practice. During both the junior and senior years, students will spend 12-22 hours per week in supervised practice.
2. Students must attain junior status and meet the Program admission requirements outlined in the TCU Bulletin, departmental website at [www.nut.tcu.edu](http://www.nut.tcu.edu), and the FOMA Program Policies and Procedures Manual to be accepted into the FOMA. Admission is made without regard to race, color, creed, sex, age, handicap, ethnic, or national origin.
3. Program policies and procedures shall protect student civil rights, privacy of information, and comply with institutional equal opportunity programs. Students may have access to personal files.
4. All students are required to meet the University, College of Science and Engineering and the FOMA curricular requirements to graduate from the Food Management Program. A complete description of the University and the College of Science and Engineering official degree plans are provided in the TCU Bulletin.
5. Each student must accumulate a minimum of 700 supervised practice hours, which represents a 16 credit hour requirement over 4 semesters. An additional 6 credit hours is an option in the senior year. No student will receive FOMA completion verification unless the minimum 700 hours of supervised practice have been accomplished.
6. Students in the FOMA must maintain an overall GPA of 2.7 or greater to receive FOMA completion verification and to graduate from the Food Management Program. Student eligibility for the Program includes: (a) a minimum *cumulative* grade point average of 2.7 (based on a 4.0 scale), (b) a minimum grade point average of 2.5 in the Associated Requirements, and (c) a grade of "C" or better in all NTDT courses and all Associated Requirements.
7. Failure to maintain an overall GPA of 2.7 for any semester following admission to the Program will result in advisement by the Program faculty. Options for these students may include advice to resign from the Program or to delay reenrollment in the required FOMA course sequence. If a FOMA student fails to attain expected competence in the Competency Statements for that particular semester, the TCU faculty coordinator informs the FOMA Director. The FOMA Director will review the student's performance and develop a plan to achieve attainment of the expected competencies. Options for the FOMA Director include suggesting that the student repeat the entire supervised practice experience, or part of the supervised practice experience, during the subsequent academic year (if space in the next class permits).

repeating the entire semester, or recommending that the student resign from the program.

8. Students in the Program receiving a grade of C or lower in a supervised practice course must accept and acknowledge that they have demonstrated a less than minimal level of performance or knowledge. Students will receive notification that progress is unsatisfactory following the receipt of any grade of C or lower.
9. No student will receive FOMA completion verification with a D, F I, Q, W, or NR in a required NTDT course. Students may not enroll for a required NTDT course on a pass/fail basis.
10. The academic conduct of students in the Program is consistent with that established by TCU as published in the TCU Student Handbook. A guide to professional conduct, the Standards of Professional Responsibility of the American Dietetic Association, and the Code of Ethics for the Dietetic Profession (Ethics Code) are outlined in this manual.
11. In most cases, the first incident of either academic or professional misconduct will be handled between the student, the supervising TCU faculty member, and/or the facility preceptor. Failure to resolve the issue of misconduct may involve consultation with the Program faculty, the departmental chairman, and/or the Dean, depending upon the nature and severity of the misconduct.
12. According to the TCU Facility Agreement, each facility has the right to immediately dismiss a student whose conduct is not accordance with existing institutional policies, rules, and regulations. It is the responsibility of each student to be informed of the institutional policies, results, and regulations.
13. Depending upon the nature of the infraction, students who have been dismissed may be reassigned to a different facility, receive an "I" for that semester's supervised practice, receive no credit for the particular rotation, and/or may be dismissed from the program
14. Grievance procedures for students are outlined in the TCU Catalog and Student Handbook.
15. Transportation to and from all supervised practice facilities/sites is the responsibility of the student.
16. The SP hours each semester are determined with the assumption that the student will not be absent or tardy. There are no absences worked into the schedule. Each unexcused absence will result in a 10% deduction from the final course average. Therefore, if a student becomes ill or is unable to report to his/her assigned facility as scheduled, he/she must notify both the facility preceptor and the TCU faculty as soon as possible but before 8:00 AM on the day of the scheduled experience. Absences

without notification are a breach of professional conduct and will not be tolerated. Absences from the supervised practice experience will be excused only for reasons outlined in the TCU Student Handbook. Students are responsible for making up all TCU excused absences and associated activities prior to the last class meeting of the semester or receive an “I” for the course. Even if the University closes because of bad weather, the student is still responsible for any hours of supervised practice assigned for those day(s). If the student cannot get to his/her assigned facility because of bad weather, the hours of supervised practice must be made up prior to the end of the semester.

17. The Program will follow the University calendar in regard to vacations and holidays with the exception of supervised practice hours that may need to be made up prior to the end of the semester.
18. The Food Management Degree Plan course sequence has been developed to meet the Foundation Knowledge and Skills of the Standards of Education developed by the American Dietetic Association and is designed to facilitate optimal learning. Students whose coursework deviates from the recommended sequence in a way that interferes with progress in the FOMA will be advised by Program faculty to delay reenrollment in the Program until the sequence can be established. Reenrollment is contingent upon availability of supervised practice sites.
19. Because the curriculum is planned to be sequential, it is important for students to recognize that knowledge is systematically acquired expanded through application in practice and builds throughout the junior and senior years. The acquisition of knowledge will be evidenced through achieving class objectives, successfully completing course assignments and exams, and in developing proficiency in dietetic practice.
20. FOMA faculty have the responsibility of writing class objectives, sharing information from current texts/periodicals/research, and planning experiences to meet knowledge and practice requirements.
21. Students have the responsibility to prepare for class ahead of time, attend class consistently, participate in discussions, maintain professionalism and confidentiality in class discussions, and demonstrate learning. Learning in nutrition / food management education is sequential. It is difficult for students who fall behind to maintain sequential learning.
22. Students in the FOMA have the opportunity and responsibility to provide advice regarding the Program to the faculty and Director. Two students from the FOMA will be appointed at the beginning of each academic year to serve as student representatives to the Program. The duties of the student representatives shall include:
  - a. Spokesperson to provide input regarding curriculum preceptors, and facilities;

- b. Ambassador to represent FOMA at university and public and community events;
  - c. Liaison between FOMA and various college and university departments.
23. Students in the FOMA are required to join and attend meetings of the Student Nutrition and Dietetic Association (SNDA) at TCU. Students are also encouraged to attend various other professional seminars and meetings. Meeting times for other seminars/presentations will be made available to students. It is extremely important for students to become actively involved in professional organizations and to attend professional meetings.
24. All FOMA students who complete all established program requirements will receive a Verification statement.
25. It is mandatory that each student read and become familiar with policies and procedure statements in the FOMA Handbook.

## Student Costs and Requirements for the Program

- A. Refer to the Finance Section of the TCU Bulletin for typical tuition, books and supply costs, living expenses, and other fees and charges.
- B. Students in the TCU Food Management Program should budget for the following expenses:
1. Appropriate dress code as per facility for supervised practice.
  2. One pair white professional shoes. (White leather athletic shoes are acceptable). Check with instructor if you have questions about shoes.
  3. A calculator.
  4. Required and recommended books and references.
  5. Membership dues for TCU Student Nutrition and Dietetic Association (\$15.00).
  8. Student registration fees for professional seminars/annual meetings.
  9. A Food Handler's Card from the Fort Worth Department of Health (\$16.00-35.00).
  10. General school supplies such as pocket-size notebook, datebook, three ring binders, etc.
  11. A physical examination is required upon acceptance to the Program.
  12. An annual tuberculosis test (TINE/MANTOUX) is required. (Cost varies).
  13. Drug Screening
  14. Background / Criminal Check
  15. CPR certification (cost varies \$20-\$50). Class should, at a minimum, include airway breathing, choking, and adult CPR techniques.
  16. FOMA Name Tag (\$10.00)
- C. Additional Expenses
1. In some facilities, students are responsible for the cost of their meals and for parking.
  2. Special projects and research may necessitate photocopying of pertinent resources, handouts, and other materials.
- D. Insurance
- Liability for safety in travel to and from assigned areas and while participating in Program assignments is assumed by the student.
- E. Transportation
- Each student is responsible for his/her transportation to and from the facility. It is desirable that each student have a car or access to a car. Sharing rides is next to impossible since students are assigned to different facilities.

## **Dress Code for Food Management Students**

### **I. Appropriate Attire:**

- A. Clothes should be neatly pressed and clean. Button-down blouses/shirts or pullover tops with sleeves are preferred. Sweaters or tight-fitting tops are not to be worn while giving direct client care or working in the kitchen.
- B. For females, appropriate professional non-skid shoes with silent heels should be worn with lab coat during clinical experiences. (No canvas tennis shoes or sandals, but white leather athletic shoes are acceptable for food service rotations). High heels are not acceptable at all facilities and should not be worn.
- C. Male students may wear either white or black shoes with socks.
- D. Use of lab coat / appropriate dress code will vary with Supervised Practice site – check with your instructor
- E. Student name badge must be worn at each site.

### **II. Grooming and Accessories:**

- A. The hairstyle and restraint should be appropriate to the clinical, management/food service situation. To attain hygienic standards, the hair should be off the collar and out of the face in supervised practice. Long hair should be pulled back. Hairnets or disposable caps are to be worn when working in food service. Students must follow the facility standard – i.e. if the facility requires hairnets, student cannot choose to wear a cap instead!
- B. Gloves are required when food is manipulated by hand. The fingernails should be well groomed. Moderate shades of nail polish may be worn in some areas but absolutely NOT in production areas. This is at the discretion of the facility.
- C. Make-up should be worn in moderation.
- D. Perfume is discouraged.
- E. Smoking is strongly discouraged, but may be permitted in designated areas.
- F. Gum chewing is not permitted in laboratory settings or supervised practice.
- G. Small gold or silver studs for pierced ears may be worn in the production area.
- H. The only visible jewelry, other than earrings, that may be worn in the production area, are engagement and wedding rings and pins related to the profession of dietetics. No visible tattoos.

THE DRESS CODE OF THE FACILITY MAY SUPERSEDE THE ABOVE REQUIREMENTS.

**Signature Page and Statement of Student Accountability**  
**Food Management Program**  
**Texas Christian University**

I acknowledge that I have read and understand the policies and procedures described in the Student Handbook for the Food Management Program, the TCU Undergraduate Bulletin, and the TCU Student Handbook. I agree to comply with these policies and procedures and accept the consequences that could result in dismissal at any time from the Food Management Program.

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Student Signature

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Date

**Sequence of Courses for a Student Majoring in  
Food Management - (Option IV)  
Department of Nutritional Sciences – Texas Christian University**

**First Year** (Courses are listed by number, title, and credit hour for each semester)

Fall Semester	Spring Semester	Summer
NTDT 10003 Contemporary Issues in Nutrition (NSC, GA) 3	NTDT 10103 Food Preparation 3	(optional)
SSC 3	SSC 3	
MATH 10043 Elementary Statistics (MTH) 3	ENGL 10803 Freshman Composition (WCO) 3	
OCO 3	HEE or HMOV or Minor or Elective 3	
HEE or HMOV or Minor or Elective 3	HEE or HMOV or Minor or Elective 3	

**Total Credit Hours 15 (Fall) + 15 (Spring) = 30 Credit Hours for First Year**

**Second Year** (Courses are listed by number, title, and credit hour for each semester)

Fall Semester	Spring Semester	Summer
NTDT 20403 Nutrition 3	NTDT 30123 Nutrition Throughout the Life Cycle (WEM) 3	(optional)
NTDT 21163 Food and Culture (CA) 3	MANA 30153 Organizational Mgt 3	
BIOL 20233 Microbiology (NSC) 3	ENGL 20803 Sophomore Composition (WCO) 3	
HEE or HMOV or Minor or Elective 3	ECON 10223 Microeconomics (SSC) 3	
HEE or HMOV or Minor or Elective 3	HEE or HMOV or Minor or Elective 3	

**Total Credit Hours 15 (Fall) + 15 (Spring) = 30 Credit Hours for Second Year**

**Third Year** (Courses are listed by number, title, and credit hour for each semester)

Fall Semester	Spring Semester	Summer
NTDT 30133 Meal Management 3	NTDT 30313 Food Systems Management 3	(optional)
NTDT 30144 Quantity Foods 4	NTDT 40411 Supervised Practice in Nutrition Research I 1	
NTDT 30303 Overview of Foodservice and Nutr Care Systems 3	NTDT 40970 FMgt Practical Experience 4	
MARK 30153 Marketing Management 3	ACCT 20153 Prin Financial Accounting 3	
NTDT 40970 FMgt Practical Experience 4	HEE or HMOV or Minor or Elective 3	
	HEE or HMOV or Minor or Elective 3	

**Total Credit Hours 17 (Fall) + 17 (Spring) = 34 Credit Hours for Third Year**

**Fourth Year** (Courses are listed by number, title, and credit hour for each semester)

Fall Semester	Spring Semester	Summer
NTDT 40353 Experimental Foods 3	NTDT 30103 Gourmet Foods 3	
NTDT 40421 Supervised Practice in Nutrition Research II 1	NTDT 40403 Research Methods in Nutrition (WEM) 3	
NTDT 40970 FMgt Practical Experience 4	NTDT 40431 Supervised Practice in Nutrition Research III 1	
NTDT Special Problems/Internship or HEE or HMOV or Minor or Elective 3	NTDT Special Problems/Internship or HEE or HMOV or Minor or Elective 3	
FINA 30153 Financial Management 3	NTDT 40970 FMgt Practical Experience 4	
HEE or HMOV or Minor or Elective 3		

**Total Credit Hours 17 (Fall) + 14 (Spring) = 31 Credit Hours for Fourth Year**

Minimum Credit Hours for Program 125 Minimum Credit Hours for Graduation 125

Curriculum Equivalent: Number of weeks in semester excluding examination time 14-15

1 credit = 1 didactic hour /week; 2 laboratory hours/ week; 3 supervised practice hours/week

Rev. 5/09

# **Student Safety Guidelines**

## Suggestions For Your Safety Off-Campus...

### **Walking to and from your car...**

- Have entry/ignition keys in hand before starting for your car so you're not trying to find them while you walk to the car or standing at the car door.
- Stay alert when crossing the parking lot and watch for suspicious persons.
- If you have a cell phone, have it within easy reach
- Even if your car was locked when you left it, check the interior prior to entry for uninvited guests.
- If a stranger approaches you, continue walking to your car, politely decline requests for money or information. Don't stop walking toward your car.
- If asked for help, offer to call the police or suggest they return to the business. DO NOT offer assistance yourself or allow a stranger to use your cell phone.
- If a situation seems suspicious, look for someone to help you or dial 9-1-1.

### **While driving...**

- Follow established roadways. Use familiar streets, not back roads or "shortcuts".
- Make sure all doors are locked while driving.
- Put purses and/or other valuables out of sight, if possible, or cover item(s) with a towel.
- Stay alert at stop signs and traffic lights. If a stranger approaches your car at a traffic light, drive away.
- Don't leave your car's engine running while you're out of or away from the car.
- If your car breaks down or you have a flat, call for assistance from within your (locked) car and remain inside until help arrives.
- Don't travel to remote areas by yourself.
- Be sure you have plenty of gas before you start a trip.
- Plan your route. Get driving directions from the Internet if necessary.

### **If you should become involved in an accident....**

- At night, drive (if possible) to a lighted area.
- If the occupants of the other car make you uncomfortable, call the police from within your (locked) car and remain inside until the police arrive.
- Jot down the description and license number of the other car while you wait for the police.

## **Texas Christian University Informed Consent and Assumption of Risk**

Texas Christian University is a non-profit educational institution. References to Texas Christian University include "TCU", its trustees, officers, officials, employees, volunteers, students, agents, and assigns.

I (print your name)\_\_\_\_\_ understand I am to participate in the \_\_\_\_\_(henceforth referred to as the Program).

- I fully understand and appreciate the dangers, hazards and risks inherent in participating in the Program, in the transportation to and from the Program, and in any independent research or activities I undertake as an adjunct to the Program.
- I agree that participating in any activity is an acceptance of some risk of injury and/or loss or damage of property.
- I agree that my safety is primarily dependent upon my taking proper care of myself. I understand that is my responsibility to know what I will need for the Program and to provide what I will need.
- I agree to make sure that I know how to safely participate in any activities, and I agree to observe any rules and practices, which may be employed to minimize the risk of injury.
- I agree to stop and seek assistance if I do not believe I can safely continue any activity.
- I will not wear or use or do any thing that would pose a hazard to myself, or others, including using or ingesting any substance which could pose a hazard to myself or others.
- I agree that if I do not act in accordance with this agreement, I may not be permitted to continue to participate in the Program.

In consideration of my participation in this Program, I agree as follows:

**SPECIFIC HAZARDS OF TRAVEL OR PROGRAM:** Despite precautions, accidents and injuries can occur. I understand that traveling, doing fieldwork or being in a large city may be potentially dangerous, and that I may be injured and/or lose or damage personal property as a result of participation in the Program. Therefore, I ASSUME ALL RISKS RELATED TO THE ACTIVITIES including, but not limited to:

- Death, injury or illness from accidents of any nature whatsoever, including, but not limited to, bodily injury of any nature, whether severe or not, which may occur as a result of participating in an activity or contact with physical surroundings or other persons; arising from travel by car, bus or any other means; death injury or illness including food poisoning arising from the provision of food or beverage by restaurants or other service providers.
- Theft, loss or damage of my personal property while in transit or participating in the Program.
- Natural disaster or other disturbances, and alteration or cancellation of the Program due to such causes.
- Most trips to hospitals, schools and community service centers require travel through or parking in high crime areas. Please review the attached safety guidelines.

- Listed below are specific dangers endemic in this Program’s area of travel or endemic to the Program.

**INSTITUTIONAL ARRANGEMENTS:** I understand that TCU is not an agent of, and has no responsibility for, any third party which may provide any services including food, lodging, travel, or other goods or services associated with the Program. I understand that TCU may provide these services only as a convenience to participants and that accordingly, TCU accepts no responsibility, in whole or in part, for delays, loss, damage or injury to persons or property whatsoever, caused to me or others prior to departure, while traveling or while staying in designated lodging. I further understand that TCU is not responsible for matters that are beyond its control. I acknowledge that TCU reserves the right to cancel the trip without penalty or to make any modifications to the itinerary and/or academic program as deemed necessary by TCU.

**INDEPENDENT ACTIVITY:** I understand that TCU is not responsible for any loss or damage I may suffer when I am traveling independently or I am otherwise separated or absent from any TCU activity. In addition, I understand that any travel that I do independently on my own before or after the TCU sponsored Program is entirely at my own expense and risk.

**HEALTH AND SAFETY:** I have been advised to consult with a medical doctor with regard to my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations, if any. I recognize that TCU is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility. I agree to pay all expenses relating thereto.

**TCU RULES, REGULATIONS AND POLICIES:** I agree to obey and comply at all times with all of the rules, regulations, codes and policies of TCU while participating in the Program. I agree to notify my professor immediately of any injury or loss.

**TRAVEL CHANGES:** If I become separated from the Program group, fail to meet a departure airplane, bus, or train, or become sick or injured, I will, to a reasonable extent, and at my own expense seek out, contact, and reach the Program group at its next available destination.

**SIGNATURE:** I indicate that by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Informed Consent and Assumption of Risk Form and acknowledge that I understand it. My signature below indicates that I have read and freely signed this agreement, which take effect as a sealed instrument.

**IMPORTANT – READ ENTIRE AGREEMENT BEFORE SIGNING.**

_____	_____
Signature of Program Participant	Date
_____	_____
Signature of Parent or Legal Guardian (If student is a minor)	Date

:\\09300\0019\AP1675.WPD

## **Health Insurance Portability and Accountability Act (HIPAA)**

### **Why is the HIPAA Privacy Rule needed?**

In enacting HIPAA, Congress mandated the establishment of Federal standards for the privacy of individually identifiable health information. When it comes to personal information that moves across hospitals, doctors' offices, insurers or third party payers, and State lines, our country has relied on a patchwork of Federal and State laws. Under the patchwork of laws existing prior to adoption of HIPAA and the Privacy Rule, personal health information could be distributed—without either notice or authorization—for reasons that had nothing to do with a patient's medical treatment or health care reimbursement. For example, unless otherwise forbidden by State or local law, without the Privacy Rule patient information held by a health plan could, without the patient's permission, be passed on to a lender who could then deny the patient's application for a home mortgage or a credit card, or to an employer who could use it in personnel decisions. The Privacy Rule establishes a Federal floor of safeguards to protect the confidentiality of medical information. State laws which provide stronger privacy protections will continue to apply over and above the new Federal privacy standards.

Health care providers have a strong tradition of safeguarding private health information. However, in today's world, the old system of paper records in locked filing cabinets is not enough. With information broadly held and transmitted electronically, the Rule provides clear standards for the protection of personal health information. For more detailed information about health privacy, visit <http://www.hhs.gov/ocr/hipaa/>.

## **HIPPA Regulations and the TCU Department of Nutritional Sciences**

### **Policies: Access, Use, and Protection of Health Information obtained during the course of Clinical or Community Education, or Research.**

1. All students must sign a Department of Nutritional Sciences *Student Confidentiality Agreement* prior to accessing patient/client/participant files in any agency used for clinical or community education, or research.
2. All student documents related to patient/client/participant assignments (journals, care plans, papers, assignment sheets, etc) must be protected to assure privacy of the patient(s) information by de-identifying the health information. Your course faculty will tell you the de-identification method to be used.
3. Students should maintain the de-identification of health information when communicating with faculty, one another, or any other entity through any means including electronic means.
4. Any documents submitted to faculty should contain no protected health information (PHI) or the information should be de-identified. For example: course papers, care plans, interview information, etc.

5. If protected health information is re-identified for any reason, it is deemed to be protected health information and is subject to the applicable privacy protections. The student is responsible for maintaining the security of the re-identified information.
6. Only students wearing the approved Departmental identification badge will be granted access to patient/client/participants information by the clinical/community agency.
7. Student ID's are to be worn in a visible location on the lab jacket or street clothing when representing self as a TCU student in the Department of Nutritional Sciences.
8. There should be no disclosure of PHI of patients/clients/participants by Department of Nutritional Sciences students. A student should consult the course faculty if a student has a question about PHI related to disclosures required by law, disclosures for public health activities, disclosures about victims of abuse, neglect or domestic violence; law enforcement purposes, disclosures about decedents, disclosures for cadaver organ, eye, tissue donation, disclosures to avert a serious threat to health or safety, disclosures for specialized government functions, disclosures for workers' compensation.
9. If documents containing PHI are in use by students (for example, in the hospital unit, community sites, computer lab, etc.) the document(s) must be shielded so others may not see the information. If the person using the documents leaves the room, the documents must not be left on top of the desk for others to see. Locking the documents in a secure file is recommended.
10. If faxing, copying or printing documents containing PHI it is the user's responsibility to assure protection of the PHI.
11. Documents containing PHI should only be shredded by the person authorized to have the PHI.

**Policy: HIPAA Regulations and Department of Nutritional Sciences Research and/or Professional Projects.**

1. All human research projects that involve the use of personal health information must secure a signed *TCU IRB Protected Health Information Authorization* form from each subject.
2. Any student research or professional projects should maintain the protection of health information collected during the duration of the project by including no identifying patient/client/participant information on project instruments. If a code is used to re-identify the participant information, the codebook must be maintained in a locked, secured file. If an informed consent document is signed, the documents should be maintained in a locked, secured file apart from any patient/subject information. Informed consent documents should be submitted prior to initiating project and follow research policy and procedures for TCU and Department of Nutritional Sciences. The documents will be stored according to the Department of Nutritional Sciences Research Review Committee guidelines.
3. In the event protected health information collected during a research project was disclosed, the student and the student's faculty advisor should report the disclosure to the Chair, Department of

Nutritional Sciences Research Review Committee. The Chair will determine if a disclosure of PHI was made for 50 or more individuals involved in a research project. If so, an accounting of the disclosure should include the following: a) name of research activity b) a description of the project in plain language including the purpose for the research and selection of criteria for the records c) a description of the type of PHI disclosed d) the date or period of time of the disclosure e) name, address and phone number of the sponsor of the research f) the name of the researcher to whom the PHI was disclosed g) a statement that the PHI of the individual may or may not have been disclosed during the research activity.

If there were fewer than 50 individuals involved in the research, the Chair must provide an accounting for every disclosure of PHI for each individual whose PHI was disclosed.

In addition, if an individual involved in a research study of 50 or more individuals requests an accounting for the disclosure of PHI pertaining to the individual, the Chair must make a reasonable attempt to satisfy this request.

**Policy: Required Training Regarding HIPAA Regulations and Policies for All Department of Nutritional Sciences Students**

1. All Department of Nutritional Sciences students will complete the online Protecting Human Research Participants course prior to initiating their research project. This training program includes information about HIPAA regulations and policies. Additionally, during the first week of the academic semester, each student will be informed about Departmental policies and HIPAA regulations and asked to sign the Department of Nutritional Sciences *Student Confidentiality Agreement* indicating understanding of the policies and procedures related to HIPAA.
2. If a breach in confidentiality occurs, the student will complete a retraining program as soon as possible following the incident.
3. All students will complete retraining within 1 month following a significant change in privacy practices.

**Policy: Sanctions for Violating Department of Nutritional Sciences Policies and Procedures related to HIPAA**

1. A complaint regarding a breach in patient privacy may be brought to the Chair, Department of Nutritional Sciences Research Review Committee with the assurance that no retaliatory measures will be taken against the person bringing the complaint.
2. The Chair will document the complaints received and their disposition and maintain the document in a locked, secured file.
3. Students who violate the protection of health information are subject to sanctions, which may include, but are not limited to: unit or course grade reduction; failure of course; suspension from program.

## TCU Department of Nutritional Sciences

Student Completion of Required Reading and Review of Information  
Department of Nutritional Sciences Policies and Procedures Regarding HIPAA Regulations

<http://www.hhs.gov/ocr/hipaa/>

I have completed the required reading and review of information included in the Department of Nutritional Sciences policies and procedures regarding HIPAA Regulations. I understand that if I have questions I should ask my faculty advisor for clarification or additional information.

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Student Signature

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Date

Completed form to be placed in student's file in Administrative office.

**TEXAS CHRISTIAN UNIVERSITY  
DEPARTMENT OF NUTRITIONAL SCIENCES  
STUDENT CONFIDENTIALITY AGREEMENT**

Patient/client/participant confidentiality at the facilities used by Texas Christian University Department of Nutritional Sciences is of primary importance. In addition to each facility policy, a federal law called the Health Insurance Portability and Accountability Act (HIPPA) requires patient/client/participant health information to be kept confidential. Additionally, patients/clients/participants and their families have a right to deal with their issues in a private and secure manner, trusting that their privacy will be maintained. In order to protect this right to confidentiality and to comply with federal and state laws, students must agree to hold all information (including, but not limited to, patient names, their health information, and relevant agency information) gained through their clinical assignments or professional/research projects at any facility used by Texas Christian University Department of Nutritional Sciences in strictest confidence. Confidentiality includes but is not limited to discussing patients/clients/participants or their health conditions with persons who do not have a need to know and not removing any documents with individually identifiable patient data from the facility.

I also understand the terms of this Student Confidentiality Agreement, and I agree to abide by the above confidentiality requirements. I further understand that any breach of a patient's/client's'/participant's confidentiality may result in disciplinary action against me as described in the Department of Nutritional Sciences policies relating to HIPPA Regulations.

\_\_\_\_\_  
**Printed Student Name**

\_\_\_\_\_  
**Printed Faculty Name**

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**Student Signature**

\_\_\_\_\_  
**Faculty Signature**

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**Date**

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

Completed form to be placed in student's file in Administrative office.