

GRADUATE PROGRAMS
IN HUMAN NUTRITION

STUDENT HANDBOOK
2014-15

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INTRODUCTION

The Graduate Programs in Human Nutrition (GPHN) at Oregon Health & Science University (OHSU) encompass the Dietetic Internship (DI) certificate program, the Master of Science in Clinical Nutrition (MSCN) program, and the Master of Clinical Dietetics (MCD) program. There are two paths to receive a MSCN degree: one is to complete the MSCN requirements in combination with the dietetic internship (referred to as the MSDI), the other is to complete the MSCN requirements after previously completing a dietetic internship—at OHSU or elsewhere.

After establishing foundational knowledge in an undergraduate Didactic Program in Dietetics, students entering the GPHN will engage in practical, competency-based learning and professional development in addition to didactic coursework. This manifests in the DI program as supervised practice hours in a dietetics-related setting to build core competencies for a career as a Registered Dietitian. In the MSCN and MCD programs, students focus on research, statistics and advanced critical thinking skills applicable in the profession.

This handbook lays out the basic roadmap for the four tracks in the GPHN, and lays out mostly program-specific procedures, policies, and recommendations. As a part of the OHSU School of Medicine (SOM), GPHN is governed by the Graduate Council By-Laws and the general OHSU Academic Policies. Students should familiarize themselves with these, as well as the SOM Graduate Student Handbook.

For additional information and links to these policies, refer to [Appendix C](#).

Mission Statement

The Graduate Programs in Human Nutrition supports the overall vision of OHSU, which is to improve the health and quality of life for all Oregonians through excellence, innovation and leadership in health care, education and research. A fundamental priority throughout OHSU is to enable each student to achieve his or her potential as a health care professional while efficiently and effectively meeting the health-related needs of the multiple communities he or she will serve.

Our program strives to provide our interns with a dynamic array of knowledge and skills so that they are prepared to practice in and advance the fields of nutrition and dietetics. We also believe strongly in giving back to the profession, and it is our hope that students will be inspired to help others and to advocate for themselves and the profession.

ACCREDITATION

The GPHN is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting body of the Academy of Nutrition & Dietetics (AND). ACEND exists to serve the public by establishing and enforcing quality standards for the educational preparation of dietetics practitioners, and by recognizing dietetics education programs that meet these standards. The OHSU Dietetic Internship Program submitted a Program Assessment Report in November of 2012 on behalf of the DI and MSDI and was granted continued accreditation in April of 2013. Our next self-study and site visit for continued accreditation is scheduled for 2017.

Attending and successfully completing the DI or MSDI at OHSU will allow students to apply for eligibility to sit for the registration exam administered by the Commission on Dietetic Registration (CDR). To learn more about the AND's credentialing agency or the RD exam, contact the CDR.

[Commission on Dietetic Registration](#) 

120 South Riverside Plaza, Suite 2000

Chicago, Illinois 60606

Toll Free: 800-877-1600 Ext. 5500

cdr@eatright.org

FACULTY & STAFF

GPHN Program Director

Diane Stadler, PhD, RD, LD

Gaines Hall 203 or Hatfield Bldg 11D92

503-494-0168

stadlerd@ohsu.edu

Dietetic Internship Director

Jeri Greenberg, MS, RD, LD

Gaines Hall 204

503-494-0745

greenbej@ohsu.edu

Assistant Professor

Sandra van Calcar, PhD, RD, LD

Gaines Hall 216

Tel TBD

Email TBD

Administrative Assistant

Anne Peasley, MA

Gaines Hall 207

503-494-7596

peasleya@ohsu.edu

Master's Program Director

Melanie Gillingham, PhD, RD, LD

Gaines Hall 202 or Richard Jones Hall 4590

503-494-1682

gillingm@ohsu.edu

Master's Program Coordinator

Julie McGuire, MS, RD, LD

Gaines Hall 208

503-494-7839

mcguirju@ohsu.edu

Instructor

Joyanna Hansen, PhD, RD, LD

Gaines Hall 214

503-494-4263

hansejo@ohsu.edu

AFFILIATED FACULTY

Maureen McCarthy, MPH, RD, CSR, LD,
Transplant Dietitian/Assistant Professor, OHSU
Co-Instructor, NUTN 516
mccarthm@ohsu.edu

Jessie Pavlinac, MS, RD, CSR, LD
Clinical Nutrition Manager, OHSU
Instructor, NUTN 515
pavlinac@ohsu.edu

Joy Petterson, MS, RD, LD
Operations Manager, Nutrition and Food Services
Portland VA Medical Center
Instructor, NUTN 513
Joy.Petterson@va.gov


Jackie Shannon, PhD, RD
Associate Professor, OHSU
Co-Instructor, NUTN 514
shannoja@ohsu.edu

Elizabeth Adams, PhD, RD, LD
Assistant Professor, OHSU
MCH & LEND Supervisor
adamse@ohsu.edu

Mike Lasarev, MS
Research Associate, OHSU
Statistics Consultant
lasarevm@ohsu.edu

COMMUNICATION

OHSU EMAIL

All students will be issued an [OHSU email account](#)  and will be expected to use this email account for all correspondence relating to the program. Students should check this email account daily.

COMPUTERS & PRINTERS

Students are strongly encouraged to have a personal computer and printer. Computers and printers are available for use in the student offices, but space and resources are limited. Additional computers and printer access are located in the Library on the 3rd floor of the Biomedical Information Communication Center (BICC). Students placed in Medford must have a computer with a microphone and camera to participate in classes remotely.

Acceptable use of GPHN printers: The GPHN provides printers for student use as a courtesy only, which are therefore not meant to be a student's primary print source. The bulk of printing should be done on the student's own printer.

COPY CODES

Students are strongly encouraged to [apply for a copy code through the OHSU Copy Center](#) and load a small amount of money (e.g., \$5 or \$10) onto it for use on the GPHN copier and printers in the Library.

SAKAI

[Sakai is OHSU's online course management system](#) and is a suite of useful web-based tools supporting communication and collaboration. Most courses have a Sakai component, be it posted videos or assignments, supplemental reading, or as a platform to facilitate assignment submissions, quizzes, and online discussions.

Students may log into Sakai with their OHSU credentials. It is supported by the Sakai Help Desk and can be contacted via e-mail at sakai@ohsu.edu, or by phone at 877-972-5249.

BLUE COURSE EVALUATIONS

To continually improve and refine course content and delivery OHSU has developed a standardized online evaluation survey that allows students to efficiently provide feedback on courses and instructors. This information is reviewed by the GPHN Program Director and curriculum committee, and shared with the course instructor(s) in the form of composite numeric scores and a narrative of comments. Feedback to instructors should be professional and constructive in nature and include comments about both strengths and weaknesses as appropriate. We value student comments and expect all students to participate in this anonymous online evaluation process. Although individual responses are not identifiable, participation is monitored as we maintain a completion rate goal of 100%.

Course evaluations will be open seven days prior to end of the course and close seven days after the end of the course. Students will receive an email message one week prior to their courses ending, prompting them to log into Sakai to complete their course evaluations. The email will contain a link to the course evaluation page, which can be accessed once the student logs into Sakai. Students will receive an email reminder every three days until the evaluations close. Once done, the student will see a list of course evaluations for each course taken during the term. Students can also access the course evaluations via the "My Workspace" area in Sakai.

MAIL

Incoming mail addressed to the program is held in the administrative office in Gaines Hall, Room 207 (mail code: GH 207). If a student needs to receive correspondence from off-campus, it should be addressed to


Oregon Health & Science University
The Graduate Programs in Human Nutrition – GH 207
3181 SW Sam Jackson Park Road
Portland, OR 97239-3098

Parcels and couriered mail should come directly to our building:

The Graduate Programs in Human Nutrition
840 SW Gaines St, GH 207
Portland, OR 97239

We will forward program-related mail to students placed outside of the Portland Metro area.

OHSU ALERT LINE


The [OHSU Emergency Mass Notification System \(OHSU ALERT\)](#)  allows OHSU to notify Portland and/or West Campus students, faculty, staff, and the surrounding campus community, in the event of an emergency by sending a broadcast message via text message, pager, or both. OHSU Alert is a method of communicating emergency information to a large number of people as quickly as possible. It is not used for non-emergency, routine or spam messages.

The telephone number for the OHSU Alert Line is 503-494-9021.

ACADEMIC CALENDAR

YEAR OVERVIEW

Students will be granted pre-scheduled leave during the year, which includes fall break, Thanksgiving Day and the day after Thanksgiving, winter break, and spring break. Other holidays observed include Martin Luther King, Jr. day, Presidents' day, Memorial day, and Labor day. For students in a master's program, advisors should be consulted before any extended leaves are planned as students may have work to complete during holiday breaks.


For additional registration dates and deadlines, including deadlines to withdraw or receive a tuition refund, consult the Registrar's Office's comprehensive [Academic Calendar](#). 

ADVISING & PROGRESS REPORTS

DI students will meet with the DI Director near the end of fall term and spring term to discuss progress in rotations and monitor the attainment of the core competencies in dietetics.

The Master's Program Coordinator serves as an academic advisor for students in a master's program. Her role is to help students plan their course of study, assist with registration, and answer questions about the program.



Masters students are required to submit a biannual progress report by starting/updating a Graduate Progress Report form. The Master's Program Coordinator reviews students' reports to help make an assessment of student progress toward degree completion.

Every student will complete a Graduate Progress Report form and meet with the Master's Program Coordinator at the beginning of fall and winter term. The Graduate Progress Report must be submitted to the Master's Program Coordinator 10 days after the beginning of fall and winter term. The Graduate Progress Forms will be maintained in the student's records in the office of the GPHN. These Graduate Progress Reports may be shared with the student's Thesis Advisory Committee (TAC), the Master's Program Director, and the GPHN Program Director. The form can be downloaded from [the "Current Students" section of the GPHN website.](#) 

The Master's Program Director will assist the student in selecting a thesis research mentor that aligns with the student's interest. Students will meet with their TAC or project mentor/advisory committee at least every six months, or as needed, to discuss thesis or capstone progress.

ASSESSMENT OF PRIOR LEARNING

Students entering the program with a thesis-requiring Master's or Doctoral-level degree may petition for waiver of credit for NUTN 514 (Nutrition Research and Scientific Communication; 3 credits) if the student's transcript indicates that a similar graduate-level course has been completed within the past 3 years with a grade of B or higher. The student will then set up a 3 credit Independent Study course pertaining to a relevant area of study.

All waivers must be approved by the GPHN Program Director and Master's Program Coordinator, the Associate Dean for Graduate Studies, and the Registrar. All waiver decisions will be clearly documented in the student's file. To request a course waiver, use the [Course Transfer Approval Request Form](#)  located on the [SOM Graduate Studies website.](#) 


ACCESSIBILITY

Our program is committed to all students achieving their potential. Students who have a disability or think they may have a disability (including but not limited to physical, hearing, vision, psychological and learning disabilities), which may need special accommodation, should contact the Office of Student Access at the information below to discuss options.

503-494-0082

TTY Relay 711

studentaccess@ohsu.edu

Because accommodations can take time to implement, it is important to have this discussion as soon as possible after the student commits to a program. Retroactive requests for accommodations cannot be made. For more information, refer to the [OHSU Student Access website.](#) 


ABSENCES

Attendance at all program-related supervised practice rotations, events and activities is expected at all times. Students are expected to attend all scheduled classes and events in a punctual manner. Please arrive at least 5 minutes before the start of each session to prepare for lecture and avoid disrupting the speaker and classmates.

If a course must be missed, for any reason, it is the responsibility of the student to be aware of potential ramifications of the missed hours, and to contact the instructor as needed. Individual courses may have varying policies regarding absences, as described in each course's syllabus.

LEAVE OF ABSENCE

Pregnancy, long-term illness or extenuating circumstances that keep a student from meeting class and/or rotation demands for an extended period of time (a week or more) will require official documentation, such as a doctor's note, so that the program may formally accommodate the student's needs. Extended absences may require a formal leave of absence. As stipulated in the Graduate Council By-Laws, a leave of absence may only be granted to a student in good academic standing at the time of the request.

For additional information, consult the [By-Laws of the Graduate Council](#). 

INJURY OR ILLNESS AT A SUPERVISED PRACTICE SITE

Should a student become ill or have an accident while at a rotation site, the site facilitator or preceptor for that student should assist with the medical emergency as needed. Then, the facilitator or preceptor will notify the DI Director. The DI Director will make arrangements as dictated by the problem.

INCLEMENT WEATHER

In the event of inclement weather, (i.e., snow or freezing rain) every attempt should be made to reach a rotation site or class as scheduled, as long as it can be achieved safely. If delayed, students should contact the preceptor or course instructor and inform him/her of the delay as soon as possible. Public transportation may experience delays but usually remains open. If a decision is made to cancel classes at OHSU, this will be communicated on the OHSU Alert Line and the O₂ website. If inclement weather affects a rotation day, the student is advised follow the guidelines outlined by the facility to which they are assigned on that day.

In the event of inclement weather, updates are placed on [the O₂ website](#). 

TRANSPORTATION


Travel to and from rotation sites or other off-campus sites is the responsibility of the student. Access to a car is recommended, but other reliable forms of transportation are acceptable, such as public transit. Distances between the student's primary placement site and/or ancillary rotation sites may vary and it may be necessary for the student to travel extended distances. The GPHN does NOT pay for travel expenses, nor does the program provide vehicles for student travel to external sites.

Travel Liability Statement

The Graduate Programs in Human Nutrition and OHSU assumes no responsibility for student travel. Vehicle insurance and expenses are the responsibility of the student. If the student is a passenger in a car traveling for program-related business—including supervised practice rotations—the driver must carry liability insurance for coverage in the event of a car accident.

EXPENSES

TUITION & FEES

The [2014-15 Tuition and Fee Book](#)  is available to view on the Registrar's Office site, under "Dietetic Intern, Master of Science in Clinical Nutrition or Master of Clinical Dietetics." Exact tuition charges vary based on the number of credits taken per term.

Major medical and dental insurance is required for all students and is available through OHSU's student insurance policy; however, fees for major medical and dental insurance may be waived if the student has comparable insurance and applies for a waiver from the Joseph B. Trainer Student Health & Wellness Center.

ADDITIONAL EXPENSES (ESTIMATED)

Background Check <i>Fee is approximate and based on current and previous states of residency. The GPHN or OHSU may cover a portion of this fee.</i>	\$60.00
Academy of Nutrition and Dietetics Student Membership	\$50.00
ServSafe Manager Certification (DI and MSDI only)	\$140.00

Adult First Aid and CPR certification at the Healthcare Provider level	\$90.00
Graduation Regalia (approximate)	\$40.00
Housing <i>Students are responsible for making their own housing arrangements, estimated to be \$700.00 per month per student for a shared apartment</i>	\$7700.00
Transportation <i>A car or other form of dependable transportation is required for transportation to and from rotation sites.</i>	\$1,000.00
Textbooks (approximate)	\$400.00
Total (does not include tuition and fees)	\$9480.00

PARKING & TRANSPORTATION FEES (OPTIONAL)

Parking at OHSU is extremely limited. Students may ride the OHSU Shuttle, Portland Streetcar and Portland Aerial Tram free of charge when wearing an OHSU ID Badge. TriMet (Bus and MAX) and C-Tran passes are available at a 70% reduced price. OHSU is also easily accessible by bike and there is free valet bike parking available at the South Waterfront campus. More information is available from [OHSU Transportation & Parking](#).

SCHOLARSHIPS AND AWARDS

The Academy of Nutrition and Dietetics Foundation offers a variety of scholarships. Award details and eligibility requirements may be found on the [AND Foundation's scholarship site](#).

The [Oregon Academy of Nutrition and Dietetics](#) typically offers a modest award to an Oregon student(s). Students are nominated by their program faculty and cannot nominate themselves for these awards. To be eligible for certain student awards, the student must be a member of the Oregon AND affiliate. To become a member, change the state affiliation with the Academy of Nutrition and Dietetics.

[Western Maternal Child Health Nutrition Partners](#) offers at least four scholarships per year through their Trainee program to support nutrition graduate students at partner institutions—including OHSU—with an emphasis on leadership development.

The [LEND Nutrition Fellowship](#) provides participants with hands-on training in nutrition assessment and medical nutrition therapy for children with disabilities with particular emphasis on interdisciplinary team approach.

PROFESSIONALISM

It is the goal of GPHN to help students make the transition from students to professionals as quickly and easily as possible. The OHSU Code of Conduct, the AND Code of Ethics, and this handbook serve as guides for conduct at all times. Student professionalism will be assessed continually by preceptors, faculty and staff. Appropriate behavior is an important component to student success.

FORMS OF ADDRESS

Unless given permission to do otherwise, use the formal form of address Mr., Ms., Mrs., Miss, Dr. or Professor, rather than the first name when addressing faculty, staff, preceptors, clients and other members of the health care team, including dietetic technicians, foodservice or clerical personnel. When in doubt, ask a person how he/she would like to be addressed.


CONFERENCES

To enhance professional development and to begin networking, students are encouraged to attend conferences pertaining to nutrition and dietetics. As part of their course of study, students may be required to attend professional meetings, such the Oregon Academy of Nutrition and Dietetics annual meeting.

PUBLICATIONS & PRESENTATIONS

One way to forge a professional name for oneself is to write for publication. While not required, students are encouraged to explore professional writing experiences, such as writing articles for professional newsletters or the OHSU School of Medicine student blog. Presentation opportunities exist for students at a Portland Academy of Nutrition & Dietetics (PAND) meeting and the OHSU Research Week's poster sessions for posters developed in conjunction with NUTN 514 or thesis/capstone work.

APPEARANCE & ID BADGE

All GPHN students are expected to abide by the [OHSU Professional Appearance Policy](#)  whether in class or rotations, linked below. Although classrooms may not be located within a building that provides patient care, students may have occasion to walk through OHSU patient care areas throughout the day, and it is good practice to maintain a professional demeanor in the classroom. Students in rotations outside OHSU should be aware that each facility may have its own appearance policy. When in rotations at other facilities, students must follow the policy of the facility in which they are placed. Due to an increased incidence of reactive airway disease, students should not to wear fragrances in class or on rotation.

While on campus or at a rotation site, the student's OHSU-issued Identification Badge and/or affiliated site badge must be worn at all times in a visible, upright position at chest or collar level. Badge holders must be kept clean. Identifying information must be visible to others with whom the student interacts.

SUPERVISED PRACTICE

Dietetic preceptors at OHSU and all of our affiliated sites serve in this important educational role because of good will, a strong desire to mentor and a commitment to the dietetics profession. The impression the students leaves with preceptors, patients, and clients is important for future success, as well as for the program to maintain good working relationships with all of these generous practitioners. First and foremost, students should be prompt in making all contacts and meeting appointments, and in carrying out all assignments. Some preceptors may be future employers. It is very important to make a consistent and positive impression. One example of this is thank you notes, that we strongly encourage students to write to preceptors after each supervised practice rotation.

A significant portion of a student's grade for supervised practice is based on the preceptors' assessment of professional attributes, as well as the student's ability to demonstrate competencies. Please remember that knowledge and professional attributes are assessed independently and students must demonstrate competence in both areas.


Rotation sites may have additional professional appearance and conduct policies. Follow all guidelines as directed at each supervised practice site. Students should wear the white laboratory coat provided by the GPHN during Orientation over street clothes in all patient care and food handling areas, unless directed otherwise by a preceptor.

ETHICS

AND CODE OF ETHICS

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have [a Code of Ethics](#) in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners and members of the Academy of Nutrition and Dietetics have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals.

OHSU CODE OF CONDUCT

As members of the OHSU community, students are expected to uphold the standards outlined in the OHSU Code of Conduct, which guides the behavior and performance of all members of the OHSU community. The OHSU Code of Conduct can be found on [the OHSU website](#). 

PROFESSIONAL CONDUCT POLICY FOR GRADUATE PROGRAMS OF THE SCHOOL OF MEDICINE

This policy was approved by the Graduate Council to establish expectations for graduate students in academic programs in the School of Medicine. Graduate students are held to a higher standard than undergraduates and are understood to be laying a foundation for their professional career or continued research, and review and abide by the points made in the [Professional Conduct Policy](#).

ELECTIVES

Nutrition electives for the MSDI, MSCN, or MCD programs are available through the GPHN in the winter and spring terms with varied course content. Depending on the student's committee recommendation, elective credits may also be taken through other programs. Credits taken outside the GPHN must be approved by the GPHN Program Director. Six of the eight required elective credits must be from nutrition courses offered by the department. All elective courses should be discussed with and agreed upon by the student's primary mentor.

Students may choose to take the biostatistics series (PHPM 525, 526, 527) instead of PHPM 524, Introduction to Biostatistics, as their elective credits to receive advanced statistical training. An advisor may recommend this track if the student will perform advanced statistical data analyses as part of the thesis project.

APPLICATION FOR CERTIFICATE OR DEGREE

To be eligible to graduate with a certificate or degree, the student must maintain a minimum 3.0 GPA, complete the required minimum number of credits with a grade of C or above, acquire the minimum number of supervised practice hours (if applicable), and finish all thesis or capstone requirements (if applicable), including depositing the thesis with the OHSU library. The [Application for Degree form](#) must be submitted to the Graduate Studies office one term before the student's expected graduation.

Note: The Application for Degree form must be filled out *exactly* to reflect the student's expected degree. DI students will select "Dietetic Internship" under the School of Medicine Certificate option. Students in the masters programs (MSDI and MSCN) will select the "MS" degree; MCD students will select the "MCD" degree.

ELIGIBILITY FOR RD EXAM

Upon successful completion of all didactic courses and supervised practice rotation hours, the DI Director will meet with each student to complete the RD exam registration eligibility paperwork. During this meeting, the DI Director will provide students with five signed original copies of the Verification Statement, indicating successful completion of the internship. In addition, a sixth original is maintained in the program files.


Verification Statements are signed by the DI Director after the student has met all competencies for NUTN 504, met all professional attributes described on the professionalism evaluation form, completed at least 1200 hours of supervised practice rotations, passed all required courses with a grade of “C” or better and maintained an overall grade point average of 3.0 or higher.

Following completion of all Commission on Dietetic Registration (CDR) paperwork, the DI Director submits registration eligibility applications electronically to CDR. Graduates should receive confirmation of their RD exam application eligibility from CDR within approximately two weeks via email. Graduates will also receive the registration exam application and handbook from Pearson VUE with specific instructions for testing.

For MSDI students, Verification Statements will not be signed until **the MS degree is conferred by the OHSU.**

ALUMNI UPDATES

GPHN regularly posts updates of alumni activity on our website. We also try to cultivate relationships with our graduates to further job leads, gain preceptors for our program, mentors for community outreach projects, or any other opportunities that become available. And, we just like to celebrate the accomplishments of our graduates!

To share a career or life accomplishment, email GPHN@ohsu.edu. Past alumni accomplishments are available to view on the [Alumni Updates section of the GPHN website](#). 

ALUMNI SURVEYS

In addition to general updates, as part of our ACEND accreditation we are required to send out surveys at the one, three, and five year mark following graduation. They help us evaluate the effectiveness of our program, how it prepares our graduates for the RD exam, and gives us an idea of our graduates’ employment prospects after they leave GPHN. Without these surveys, we cannot make adjustments that will put our graduates in a more competitive position. We ask that graduates keep us apprised of current email addresses and, when the time comes, take a moment to respond to the brief electronic survey.

DIETETIC INTERNSHIP

MISSION

The Dietetic Internship (DI) program prepares graduates to deliver evidence-based nutrition care and dietetics services to improve the health of Oregonians and individuals living throughout the United States. We foster the pursuit of excellence in dietetic interns through the provision of a wide array of experiences in professional practice and leadership to be carried forward into their respective career paths.

GOALS & LEARNING OBJECTIVES

The goals of the DI program are to:

1. Provide evidence-based didactic and experiential education to students so that they may complete the internship and pass the national Registered Dietitian (RD) exam in a timely manner.
2. Prepare graduates for competitive entry-level positions in the field of dietetics.
3. Foster professional leadership and specialty practice skills in graduates.

After completing the DI, students will be able to:

1. Interpret and apply evidence-based guidelines pertaining to the nutrition care of individuals, community groups, and/or populations.
2. Evaluate and integrate emerging research to advance knowledge and skills in dietetics practice.
3. Design, conduct, and evaluate an outreach project addressing a food or nutrition need in the community.
4. Use verbal and written communication skills to effectively care for patients/clients, disseminate information to the public, and participate as an integral member of the healthcare team.
5. Apply principles of leadership, ethics, and management to clinical and community-based nutrition services, educational and research programs, and foodservice operations.

REQUIRED COURSES

NUTN 500 Community Outreach Project	2 credits total
NUTN 504 Supervised Practice	21 credits
NUTN 510 Public Health Nutrition	3 credits
NUTN 511 Pathophysiology and Medical Nutrition Therapy	4 credits
NUTN 512 Advanced Pathophysiology and Medical Nutrition Therapy	3 credits
NUTN 513 Food Service and Clinical Management	2 credits
NUTN 514 Nutrition Research and Scientific Communication	3 credits
NUTN 515 Case Studies in Advanced Medical Nutrition Therapy	2 credits
TOTAL	40 Credits

AREA OF CONCENTRATION

The area of concentration in the Dietetic Internship Program is Community Outreach, which is also a fundamental component of the mission and vision of OHSU. Our concentration in Community Outreach builds upon several of ACEND's required Professional Practice competencies, including the following:

- CRD 1.3 - Justify programs, products, services and care using appropriate evidence or data
- CRD 2.2 - Demonstrate professional writing skills in preparing professional communications
- CRD 2.5 - Demonstrate active participation, teamwork and contributions in group settings
- CRD 2.8 - Apply leadership skills to achieve desired outcomes
- CRD 2.9 - Participate in professional and community organizations
- CRD 3.3 - Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management
- CRD 4.10 - Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies

Our program has developed the following concentration-specific competencies which are incorporated throughout the DI curriculum, and specifically within NUTN 500, Community Outreach Projects:

1) Address a specific community need(s) involving food and nutrition; set the goals and objectives; and integrate all required parties to carry out the project or activity

2) Execute and then assess the effectiveness and impact of the community-focused project or activity

SUPERVISED PRACTICE

Supervised practice rotations encompass the work students do at a wide variety of rotation sites throughout the program. The DI Director monitors students' progress in this course based on evaluations received from preceptors, including both the student's ability to meet ACEND competencies and professional characteristics; on professional portfolio materials; and other assigned projects. Rotations generally occur Tuesday through Friday of each week for a minimum of 32 hours per week, and all schedules are finalized by the Administrative Coordinator after the respective preceptors confirm their scheduled rotations. The preceptor(s) specify the start and anticipated end time for each day of a rotation, as well as the desired location to check-in each day. Preceptor contact sheets are provided during Orientation, and are posted on the NUTN 504 Sakai site.

As a professional courtesy and to ensure there is sufficient time to arrange these plans, we mandate that students contact each preceptor at least two weeks in advance of each scheduled rotation. Failure to contact and make arrangements with a preceptor may result in a cancelled rotation. It is very difficult to reschedule rotations once schedules are finalized for the class, and all students must meet the required 1200 hours of supervised practice to graduate and become eligible for the RD exam. Making up these hours may interfere with break plans and/or delay a student's date of graduation. Students may exceed the 1,200 hours as graduation approaches; however, all supervised practice experiences must be completed regardless.

Some assignments and special projects required by preceptors may need to be completed during evenings or weekends. Rotation schedules may change at any time based on preceptor availability or other extenuating circumstances. The DI Director will inform students of any changes as soon as she is made aware of the issue.

Due to the fast-paced and dynamic nature of the internship, we strongly advise against employment during this 11-month period of time.

AFFILIATED PRACTICE SITES

The OHSU Dietetic Internship Program maintains affiliation agreements with most major hospitals, clinics and nutrition-related programs in Portland and beyond. A list of major clinical sites that frequently accept OHSU dietetic students follows.

- OHSU
- Portland and Vancouver VA Medical Centers
- Legacy (Emanuel, Good Samaritan, and Salmon Creek)
- Providence (St. Vincent, Portland, Milwaukie, Willamette Falls, Mt. Angel)
- Kaiser Sunnyside Medical Center
- Asante (Three Rivers Community Hospital and Rogue Regional Medical Center, Medford area)
- PeaceHealth Southwest Medical Center (Vancouver, WA)
- PeaceHealth Sacred Heart Medical Center (Eugene)

In addition, the DI Program maintains affiliation agreements with multiple state agencies, non-profit organizations, corporations, and educational institutions in order to provide an array of supervised practice opportunities in public health, nutrition education, foodservice, management and patient care.

MISSED SUPERVISED PRACTICE HOURS

Should it be necessary for the student to be absent for any reason (including illness) from the assigned supervised practice setting, the student must notify the preceptor and DI Director as soon as possible and before their scheduled start time for the day. If it is necessary for the student to leave the rotation setting early, the student must obtain permission from the preceptor, as well as notify the DI Director. Personal business is an unacceptable absence. Medical appointments must be scheduled during “off hours” or scheduled with the preceptor so that no rotation time is lost. Prior approval from both the preceptor and DI Director is required before registering for non-mandated conferences, or scheduling appointments and travel arrangements that conflict with supervised practice hours. Please note that approval may not be granted in all cases.

A MINIMUM OF 1200 HOURS OF SUPERVISED PRACTICE IS REQUIRED BY ACEND AND THE OHSU DIETETIC INTERNSHIP. ALL LEARNING EXPERIENCES AND SCHEDULED HOURS MUST BE SUCCESSFULLY COMPLETED. MAKE-UP TIME FOR MISSED SUPERVISED PRACTICE MAY NEED TO BE SCHEDULED DURING TIME THAT WOULD GENERALLY BE CONSIDERED "OFF" HOURS/DAYS.

UNSATISFACTORY PERFORMANCE

Preceptors evaluate the student's performance in meeting specified competencies for supervised practice as defined by ACEND, as well as professional attributes using the assessment tools provided by the program. The DI Director and course instructors assign grades at the end of each term. Students who fail to meet required competencies and/or professionalism attributes, or who obtain a grade of "C-" or lower in a course, will be assessed on a case-by-case basis by the DI Director and preceptor(s) to discuss remedial performance plans.

If a student fails to meet an acceptable level of competencies and professionalism attributes, the following steps will be taken:

1. The DI Director will meet with the preceptor(s) that indicated the student's failure to meet one or more competencies.
2. The DI Director will meet with the student and will, with the preceptor's input, devise a plan for remediation.
3. The student will be required to follow the remediation plan and complete competencies at an acceptable level in order to progress to the next rotation.
 - a. Two things can occur at this point:
 - i. The student passes the competencies and advances to the next rotation.
 - ii. The student fails to meet competencies and the DI Director will place the student on academic probation.

If a student is placed on probation for unsatisfactory performance, a concise plan will be developed with the student, the preceptor(s) and the DI Director. Dismissal from the program will be recommended if the student is not able to successfully complete the plan under the agreed upon conditions.

A student unable to move to good standing may choose to withdraw from the program. The guidelines for Voluntary Withdrawal from the Graduate Program are found in the [By-Laws of The Graduate Council](#). 📄

MISSION

The combined Master of Science in Clinical Nutrition/Dietetic Internship (MSDI) prepares students to apply advanced nutrition assessment techniques to diagnose and monitor nutrition-related conditions, to conduct nutrition-related research, to translate and integrate nutrition research findings into practice, and to advance the field of nutrition in clinical, community, management, and research areas of practice.

GOALS & LEARNING OBJECTIVES

The goals of the MSDI program are to:

1. Provide evidence-based didactic and experiential education to students so that they may complete the internship and pass the national Registered Dietitian (RD) exam in a timely manner.
2. Prepare graduates for competitive entry-level positions in the field of dietetics.
3. Expand the student's knowledge of nutritional biochemistry, nutrition assessment, statistics and general physiology.
4. Develop skills in the design, conduct, analysis, and interpretation of nutrition research.
5. Foster professional leadership, organizational management, and specialty practice skills.

Graduates of the MSDI program are able to:

1. Apply their advanced knowledge of nutrient metabolism to explain relationships between nutrient intake, indicators of nutritional status, and health and disease.
2. Conduct a Nutrition Physical Examination to identify physical signs and symptoms of nutrition disease in hospitalized patients and communicate these findings using the Nutrition Care Process and International Dietetics and Nutrition Terminology to the healthcare team.
3. Counsel patients/clients to set achievable and measurable goals and employ behavior change strategies to enhance dietary choices that optimize health and wellness.
4. Perform a thorough review of the nutrition-related scientific literature using library resources, evidence-based guidelines, systematic reviews and other peer-reviewed material and critically analyze this material for scientific merit.
5. Formulate and prepare a proposal to answer a novel nutrition research question: including problem identification, assessment of background information, articulation of the hypotheses and study aims, and design of work plan.
6. Execute a nutrition research work plan to acquire, manage, analyze and interpret data using data management and entry-level statistical analyses programs.
7. Illustrate research findings using graphing software to create tables, graphs and figures.
8. Disseminate research results or information about nutrition-related topics to scientists, health care professionals and members of the general public using poster, oral presentation, and written formats.
9. Interact with clients, patients, peers, mentors, and collaborators in a professional and ethical manner that fosters a constructive and collaborative working environment for all.

REQUIRED COURSES

NUTN 500 Community Outreach Projects	2 credits
NUTN 503 Thesis	6 credits, minimum
NUTN 504 Supervised Practice Rotations	21 credits
NUTN 505 Reading & Conferences	2 credits
NUTN 507 Seminar	2 credits
NUTN 510 Public Health Nutrition	3 credits
NUTN 511 Pathophysiology and Medical Nutrition Therapy	4 credits
NUTN 512 Advanced Pathophysiology and Medical Nutrition Therapy	3 credits
NUTN 513 Food Service and Clinical Management	2 credits
NUTN 514 Nutrition Research and Scientific Communication	3 credits
NUTN 515 Case Studies in Advanced Medical Nutrition Therapy	2 credits
NUTN 516 Nutrition Physical Examination	4 credits
NUTN 517 Laboratory Methods in Nutrition	3 credits
NUTN 521 Energy Metabolism	3 credits
NUTN 522 Antioxidant, Bone, and Protein Metabolism	3 credits
CONJ 650 The Practice and Ethics of Science	1 credit
PHPM 524 Introduction to Biostatistics	4 credits
PHYS 510 Physiology	6 credits
Electives	8 credits, minimum
TOTAL	82 credits, minimum

THESIS

Below is an example of a timeline of the thesis process for students in the MSCN-DI path. Students are not required to register for thesis credits every term but a student must be enrolled in a minimum of one thesis credit during the term in which the thesis defense takes place.

Further explication of requirements and forms are found in [Appendix B](#).

Year 1			Year 2				
Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
Thesis project & mentor selection							
Develop background section							
Develop material & methods section							
IRB submission, if needed							
Thesis committee selection							
Thesis proposal defense							
Data collection & analysis							
Develop results section							
Develop discussion section							
Oral thesis defense							
Thesis revisions & submission to library for binding							

MASTER OF SCIENCE IN CLINICAL NUTRITION

MISSION

The mission of the Master of Science in Clinical Nutrition (MSCN) program is to train dietetic professionals in the methods, implementation and interpretation of nutrition science, who are prepared to apply and advance the field of nutrition in research, clinical, management and/or community areas of practice.

GOALS & LEARNING OBJECTIVES

The goals of the MSCN program are to:

1. Expand the student's knowledge of nutritional biochemistry, nutrition assessment, statistics and general physiology.
2. Develop skills in the design, conduct, analysis, and interpretation of nutrition research.
3. Build leadership and organizational management skills.

After completing the MSCN, students will be able to:

1. Apply their advanced knowledge of nutrient metabolism to explain relationships between nutrient intake, indicators of nutritional status, and health and disease.
2. Conduct a Nutrition Physical Examination to identify physical signs and symptoms of nutrition-related disease in hospitalized patients and communicate these findings using the Nutrition Care Process and International Dietetics and Nutrition Terminology to the health care team.
3. Counsel patients/clients to set achievable and measurable goals and employ behavior change strategies to enhance dietary choices that optimize health and wellness.
4. Perform a thorough review of the nutrition-related scientific literature using library resources, evidence based guidelines, systematic reviews and other peer-reviewed material and critically analyze this material for scientific merit.
5. Formulate and prepare a proposal to answer a novel nutrition research question: including problem identification, assessment of background information, articulation of the hypotheses and study aims, and design of work plan.
6. Execute a nutrition research work plan to acquire, manage, analyze and interpret data using data management and entry-level statistical analyses programs.
7. Illustrate research findings using graphing software to create tables, graphs and figures.
8. Disseminate research results of information about nutrition-related topics to scientists, health care professionals and members of the general public using poster, oral presentation, and/or written formats.
9. Interact with clients, patients, peers, mentors, and collaborators in a professional and ethical manner that fosters a constructive and collaborative working environment for all.

REQUIRED COURSES

NUTN 503 Thesis	6 credits, minimum
NUTN 505 Reading & Conferences	2 credits
NUTN 507 Seminar	2 credits
NUTN 516 Nutrition Physical Examination	4 credits
NUTN 517 Laboratory Methods in Nutrition	3 credits
NUTN 521 Energy Metabolism	3 credits
NUTN 522 Antioxidant, Bone, and Protein Metabolism	3 credits
PHPM 524 Introduction to Biostatistics	4 credits
PHYS 510 Physiology	6 credits
CONJ 650 The Practice and Ethics of Science	1 credit
Elective/Independent Study	12 credits, minimum*
TOTAL	46 credits

**OHSU Dietetic Internship graduates entering the MS program are only required to take a minimum of 8 credits of Elective/Independent study*

RDs entering the program more than five years from completion of their internship will be required to retake NUTN 511 (Pathophysiology and Medical Nutrition Therapy) and NUTN 512 (Advanced Pathophysiology and Medical Nutrition Therapy). These students will only be required to take six additional Elective/Independent Study credits.

THESIS

Below is a sample timeline of the thesis process for students in the MSCN program. This is only a sample; some students may finish earlier or later than the standard timeline. Students are not required to register for thesis credits every term but a student must be enrolled in a minimum of one thesis credit during the term in which the thesis defense takes place.

Further explication of requirements and forms are found in [Appendix B](#).

Year 1				Year 2 (if needed)	
Summer	Fall	Winter	Spring	Summer	Fall
Thesis project & mentor selection					
Develop background section					
Thesis committee selection					
	Develop material & methods section				
	IRB submission, if needed				
	Thesis proposal defense				
		Data collection & analysis			
			Develop results section		
			Develop discussion section		
				Oral thesis defense	
				Thesis revisions & submission to library for binding	

MISSION

The Master of Clinical Dietetics program prepares students who have completed a dietetic internship and/or who are registered dietitians to use advanced nutrition assessments to diagnose and monitor nutrition-related conditions, to reduce disease risk, and to promote health and wellness among clients, patients, and the public throughout the life-course. Graduates gain experience and expertise in an area of specialization of their choice such as clinical dietetics, clinical informatics, global health, and program development and administration.

GOALS & LEARNING OBJECTIVES

At the end of the Master of Clinical Dietetics program, the graduate will be able to:

1. Apply their advanced knowledge of nutrient metabolism to explain relationships between nutrient intake, indicators of nutritional status, and health and disease.
2. Conduct an advanced nutrition assessment, using tools such as the Nutrition-Focused Physical Exam, to identify and diagnose nutrition-related problems, initiate focused interventions, and monitor nutrition-related conditions in hospitalized patients and communicate these findings using the Nutrition Care Process and International Dietetics and Nutrition Terminology to the healthcare team.
3. Counsel clients/patients to set achievable and measureable goals and employ behavior change strategies to enhance dietary choices that reduce disease risk and optimize health and wellness.
4. Perform thorough reviews of the nutrition-related scientific literature using library resources, evidence-based guidelines, systematic reviews and other peer-reviewed material and critically analyze this material for scientific merit.
5. Conduct a culminating project on a nutrition-related topic.
6. Disseminate results from a culminating project to health care professionals and/or members of community organizations as a poster and/or oral presentation and as a written summary that is suitable for publication in a professional journal or practice newsletter.
7. Interact with clients, patients, peers, mentors, and collaborators in a professional and ethical manner that fosters a constructive and collaborative working environmental for all.

REQUIRED COURSES

NUTN 506 Capstone	6 credits, minimum
NUTN 505 Reading & Conferences	2 credits
NUTN 507 Seminar	2 credits
NUTN 516 Nutrition Physical Examination	4 credits
NUTN 521 Energy Metabolism	3 credits
NUTN 522 Antioxidant, Bone, and Protein Metabolism	3 credits
PHPM 524 Introduction to Biostatistics	4 credits
PHYS 510 Physiology	6 credits
CONJ 650 The Practice and Ethics of Science	1 credit
Elective/Independent Study	14 credits*
TOTAL	45 credits, minimum

**OHSU Dietetic Internship graduates entering the MCD program are only required to take a minimum of 8 credits of Elective/Independent study*

CAPSTONE

Students complete a comprehensive literature review, needs assessment, or other nutrition-related project under the supervision of their mentor and advisory committee. Successful projects demonstrate originality and independent thinking, appropriate form and organization, and a rationale. Upon completion, the project is described in a written abstract and summary document that includes the project's significance, objectives, methodology, and a conclusion, and/or clinical or program practice recommendation. The successful MCD candidate will also present his/her work as an oral presentation in the form of a seminar to faculty and students that is open to the public.

Further explication of requirements and forms are found in [Appendix B](#).

APPENDICES

APPENDIX A: COURSE DESCRIPTIONS

The following table shows the planned course offerings for the 2014-2015 academic year. Courses are subject to change.

Summer 2014		Fall 2014	Winter 2015	Spring 2015
A Block	B Block	NUTN 504	NUTN 500	NUTN 504
NUTN 517	NUTN 500	NUTN 510	NUTN 504	NUTN 507
	NUTN 504	NUTN 514	NUTN 505	NUTN 512
	NUTN 513	NUTN 522	NUTN 511	NUTN 515
	NUTN 521	NUTN 505	NUTN Elective	NUTN 516
		CONJ 650	PHY 510	NUTN 525
		PHPM 524		NUTN Elective
		PHPM 524		

NUTN 500 – COMMUNITY OUTREACH PROJECTS

1 credit, summer term; 1 credit, winter term

Instructor: Jeri Greenberg, MS, RD, LD

The Dietetic Internship Program’s unique concentration is Community Outreach. To fulfill this concentration, students address a food or nutrition need in the community, engage the necessary community partners, design a project to address the need, and implement the project. During summer term, students are introduced to the project guidelines, meet their project mentor, and outline the project’s goals and objectives. Detailed project proposals are written as part of another course, NUTN 510 in fall term. During winter term, students implement their community outreach projects, summarizing and evaluating the outcome.

NUTN 502 – INDEPENDENT STUDY

Credits variable, all terms

Instructor: Diane Stadler, PhD, RD, LD

Topic to be determined by student’s course of study

NUTN 504 – SUPERVISED PRACTICE ROTATIONS

Credits: 3, summer term; 6 credits per term, fall/winter/spring terms

Instructor: Jeri Greenberg, MS, RD, LD

Supervised Practice provides students with experience in community, food service management, clinical, and advanced practice settings. Students practice and apply principles and skills in dietetics and nutrition to real situations under the guidance of professionals in the field. Student choice rotations take place in spring term. Evaluations by preceptors follow competencies defined by the Accreditation Council for Education in Nutrition and Dietetics. Supervised Practice occurs during summer and fall terms for public health and food service management; winter and spring terms focus on clinical rotations and clinical staff experience. Students are required to complete a minimum of 1200 hours of supervised practice over the course of the program.

NUTN 505 – READING AND CONFERENCE

1 credit, fall term

Instructor: Diane Stadler, PhD, RD, LD

A professional book club series is sponsored each year for students of the GPHN, faculty, preceptors and members of the community. Three nutrition-related books are read and discussed. Books selected for discussion provide a balanced depiction of a nutrition-policy issue, a nutrition-ethics issue, and/or a nutrition-history or current nutrition trend. Students enrolled in this course work in small groups to host one of the book club discussions by preparing a list of discussion questions, designing an informative flyer to announce the book and the session, marketing the discussions sessions to interested parties, inviting guest speakers and introducing the topic.

NUTN 507 – SEMINAR

1 credit, winter/spring term

Instructor: Diane Stadler, PhD, RD, LD

Each seminar series is centered on a nutrition-related theme and provides students an opportunity to use traditional methods to present an evidenced-based review of a related topic. Students write an abstract, develop learning objectives, and give an oral presentation of their topic using PowerPoint or another visual media platform. In addition, each student hosts one of the presentations and provides peer editing of each abstract, peer critique of each presentation, and actively participates in each discussion.

NUTN 510 – PUBLIC HEALTH NUTRITION

3 credits, fall term

Instructor: Jeri Greenberg, MS, RD, LD

NUTN 510 provides an overview of public health nutrition, including a discussion of key nutrition assistance programs, and several local, county and state agencies and organizations aimed at improving the health of Oregonians. The course also explores best practices in nutrition education and counseling, including theories of behavior change and the use of motivational interviewing.

NUTN 511 – PATHOPHYSIOLOGY AND MEDICAL NUTRITION THERAPY

4 credits, winter term

Instructor: Julie McGuire, MS, RD, LD

NUTN 511 provides an overview of the pathophysiology of common chronic diseases and disorders, and the application of medical nutrition therapy. Topics may include diabetes, cardiovascular disorders, disorders of the upper and lower GI, and neonatal and pediatric nutrition therapy. In this series of classes, a number of speakers will share their areas of expertise by serving as guest lecturers. The course will be composed of formal lecture, small group activities, and facilitated discussions.

NUTN 512 – ADVANCED PATHOPHYSIOLOGY AND MEDICAL NUTRITION THERAPY

3 credits, spring term

Instructor: Julie McGuire, MS, RD, LD

NUTN 512 builds upon the nutrition fundamentals covered in NUTN 511 while focusing on more complex conditions such as metabolic disorders, trauma, burns, oncology, and organ transplantation.

NUTN 513 – FOOD SERVICE AND CLINICAL MANAGEMENT

2 credits, summer term

Instructor: Joy Petterson, MS, RD

This course is designed to provide students with strategic application of principles of Food Service and Clinical Management. It will be primarily focused on the areas of finance (with the creation of a budget), human resources (through critical incident and role-play), sustainability (through guest lectures and discussion), communication strategies (through email and other media), and needs assessment (through critical incident and role-play). As a term project, students will complete a feasibility study for a product, program or service.

NUTN 514 – NUTRITION RESEARCH AND SCIENTIFIC COMMUNICATION

3 credits, fall term

Instructors: Jackie Shannon, PhD, RD and Diane Stadler, PhD, RD, LD

The goal of this class is to introduce students to the nutrition research process, to provide an opportunity to develop and conduct a guided research project, and to provide an opportunity to present their results in multiple formats to their peers and other nutrition professionals.

NUTN 515 – CASE STUDIES IN ADVANCED MEDICAL NUTRITION THERAPY

2 credits, spring term

Instructor: Jessie Pavlinac, MS, RD, CSR, LD

Students research and present a case study that demonstrates the nutrition care process for a chosen disease with nutrition implications. Students select a patient during supervised practice and develop a case study presentation using evidence-based guidelines, incorporating pathophysiology, nutrition assessment, diagnosis, intervention, monitoring, and evaluation.

NUTN 516 – NUTRITION PHYSICAL EXAMINATION

4 credits, spring term

Instructors: Maureen McCarthy, MPH, RD, CSR, LD and Julie McGuire, MS, RD, LD

The nutrition-focused physical exam (NFPE) is presented as an integral part of the Nutrition Care Process and Model (NCPM). Findings of the NFPE are considered in the context of other nutrition assessment information, including biochemical data, food/nutrition-related history, anthropometric measurements, and client history. Cases seen during weekly round sessions at the OHSU Hospital provide the clinical context for classroom discussions.

NUTN 517 – LABORATORY METHODS IN NUTRITION

3 credits, summer term

Instructor: Melanie Gillingham, PhD, RD, LD

This course provides a conceptual framework and hands on lab experience to explore the basic nutritional assessment techniques used in dietetics/nutrition practice. Assessment techniques for measuring diet, blood glucose, insulin, plasma lipids, mineral and vitamin status are reviewed and practiced in the laboratory setting. Students evaluate the effect of changes in diet on blood parameters such as glucose, insulin and lipids. Additional techniques to assess body composition and energy expenditure are included in the laboratory procedures. At the end of this course, students have a working knowledge of the basic nutrition assessment principles and laboratory procedures used to assess nutrition status of patients or research subjects.

NUTN 521 – ENERGY METABOLISM

3 credits, summer term

Instructor: Melanie Gillingham, PhD, RD, LD

This course reviews biochemical processes and nutrients involved in energy production. The digestion, absorption, transport, storage and metabolism of carbohydrates and lipids are covered in depth. Micronutrients essential to these systems including many B vitamins, and minerals are covered as they relate to energy production. At the end of the quarter, perturbations in energy balance during various states of health and disease are discussed. These topics include energy balance during exercise, in obesity or during critical illness.

NUTN 522 – ANTIOXIDANT, BONE, AND PROTEIN METABOLISM

3 credits, fall term

Instructor: Joyanna Hansen, PhD. RD, LD

NUTN 522 is organized into three main sections, which include protein structure, function and metabolism, nutrient effects on bone and antioxidant roles of various nutrients. Specific nutrients of study include protein, the fat soluble vitamins, vitamin B6 and biotin, as well as key macro- and micro-minerals, including calcium, magnesium, zinc, selenium, copper, boron, manganese and molybdenum.

APPENDIX B: THESIS GUIDELINES & PROCEDURES

GPHN PROGRAM-SPECIFIC THESIS PROPOSAL REQUIREMENTS


A student's Thesis Advisory Committee (TAC) must have a GPHN primary faculty member (D. Stadler, M. Gillingham, J. McGuire, J. Hansen, J. Shannon, S. van Calcar, or J. Greenberg). The student must make a formal presentation and defense of the thesis proposal at a meeting of the TAC before any part of the project is initiated. The written proposal must be modified based on the committee's suggestions. An approved copy of the thesis proposal, signed by the committee members, must be given to the GPHN Administrative Assistant after the thesis proposal defense. It is the responsibility of the student to keep the TAC informed as the thesis project progresses. The student should schedule formal TAC meetings at least every six months for this purpose.

Graduate Studies Forms Submission Guidelines

*In an effort to ensure that all completed Graduate Studies forms are recorded within the Graduate Studies Office, the student **must** provide a copy to the GPHN Administrative Assistant prior to submission to the Graduate Studies Office. A copy of all forms will be retained in the student's GPHN file.*

The purpose of the proposal is to ensure a thorough literature review is conducted and discussed; a research plan (methodology) must also be described. Students begin thesis research upon successful completion of all first-year course work or sooner with the concurrence of the student's advisor. The student will work with their advisor to formulate a research topic. A proposal is then written. The proposal includes a title page, introduction with a review of the literature, research aims and hypotheses, experimental procedures, methodology, methods of evaluation (statistics) and references. The following format should be used:

- I. **Introduction**
 - a. Background of the problem/topic
 - i. Significance of the problem/topic
 - ii. Study objective
 - iii. Aims and hypotheses
- II. **Methodology/Research Design**
 - a. Sample selection
 - b. Data acquisition and methodology
 - c. Development and pretest of the instrument if a survey or new lab methods are used
 - d. Data collection methods
 - e. Laboratory techniques used
 - f. Report of preliminary results if applicable
 - g. Pertinent data analysis
 - h. Statistical analysis describing the statistical tests used and variables that will be analyzed to test hypotheses as well as sample size/power calculations if applicable
- III. **Discussion**
 - a. Study strengths and weaknesses
 - b. Potential pitfalls and alternatives
 - c. implication(s) of research or project
- IV. **References**

The proposal should include copies of any questionnaire to be used. Written approval from appropriate institution committees (the Institutional Review Board committee; Institutional Animal Care and Use Committee, Institutional Biosafety Committee; see below) and any other institutions where the research will be conducted may be obtained either before or after the proposal defense. However, if the approval is obtained before the proposal defense, any modifications to the proposal made at the defense must be resubmitted to the appropriate institutional committees for re-review and approval. The proposal style (abbreviations, references, etc.) is required to be in the format of the [American Journal of Clinical Nutrition](#),  delineated in the January and June issues.


After the advisor approves the proposal, a copy of the proposal is given to each TAC member **at least 10 working days** prior to the thesis proposal defense. The student is responsible for scheduling a 1-2 hour proposal defense with all TAC members in which the student provides a formal presentation of the proposal (approximately 45 minutes). The student should confirm this meeting in writing to all TAC members. The student schedules the facility and arranges for all necessary media equipment. The advisor conducts the proposal defense. When the proposal defense is completed and approved, the TAC members must sign the title page of the thesis proposal. This signed copy should be given to the GPHN Administrative Assistant to be filed.

IMPORTANT: Students are not to begin research activities until the proposal defense is completed and approved. In no case can research involving human or animal test subjects be initiated prior to approval.


INSTITUTIONAL REVIEW BOARD

If a research topic involves human subjects, even if secondary data is used (i.e., data collected prior to the student's involvement in the project), the student must obtain human subjects Institutional Review Board (IRB) approval. Even if the study has been approved by another entity, or if it seems like the study will be exempt, the student cannot make that decision. Approval may be needed from multiple IRBs if a study involves other institutions (e.g., the Portland VA or Kaiser Permanente).

IRB approval should be the first step after deciding on a thesis project as it can sometimes be a lengthy process and data cannot be collected or analyzed prior to IRB approval. Approvals are not retroactive. Delay in IRB approval may lengthen thesis and program completion time.

The student should discuss any necessary approvals with the thesis advisor. For more information about IRB submissions and forms, visit the [Research Integrity Policies and Forms page](#). 

GRADUATE STUDIES THESIS & CAPSTONE REQUIREMENTS

The Guidelines and Regulations for Completion of Master's and PhD Degrees can be found on the [Graduate Studies website under Student Information – Policies, Guidelines and Forms](#).  All Graduate Studies forms required for degree completion are also at this site.

Note: the GPHN requirement of the thesis proposal review is not included in this documentation.

APPENDIX C: POLICIES & RESOURCES

POLICIES

OHSU Policy Manual: Student Affairs

<https://o2.ohsu.edu/policies-and-compliance/ohsu-policy-manual/chapter-2-student-affairs/index.cfm>

Graduate Council By-Laws

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/faculty/upload/ByLaws-Rev-9-2009.pdf>

Codes of Conduct

<http://www.ohsu.edu/xd/about/services/integrity/policies/coc.cfm>

<http://ozone.ohsu.edu/som/faculty/docs/graduatecouncil/profconductpolicy.pdf>

<http://www.eatright.org/codeofethics>

Professional Appearance Policy

<http://www.ohsu.edu/xd/about/services/logistics/procurement/upload/professional-appearance-policy-HC-HR-101-RR.pdf>

Research Integrity Policies

<http://www.ohsu.edu/xd/about/services/integrity/policies/researchintegrity-policies.cfm>

Graduate Studies Thesis & Capstone Requirements

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/admin-resources.cfm>

RESOURCES

Sakai

<https://sakai.ohsu.edu>

OHSU Library

<http://www.ohsu.edu/xd/education/library/about/general-help.cfm>

PSU Writing Center—Open to OHSU students and community members

<http://www.writingcenter.pdx.edu/index.php>

Academic Success and Support

<http://www.ohsu.edu/xd/education/student-services/education-diversity/student-access/academic-success/index.cfm>

Academic and Student Affairs

<http://www.ohsu.edu/xd/education/student-services>

Professional Development Center

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/pdc.cfm>

Graduate Programs in Human Nutrition Website

<http://www.ohsu.edu/graduate-programs-in-human-nutrition>

OHSU Registrar

<http://www.ohsu.edu/xd/education/student-services/registrar/>

Academic Calendar

<http://www.ohsu.edu/xd/education/student-services/registrar/registration-information/academic-calendar/index.cfm>

Tuition & Fees

http://www.ohsu.edu/xd/education/student-services/registrar/registrar-forms/upload/2014-15-Tuition-Fees_Final.pdf

Student Access

<http://www.ohsu.edu/xd/education/student-services/education-diversity/student-access/index.cfm>

JBT Health & Wellness Center

<http://www.ohsu.edu/xd/education/student-services/joseph-trainer-health-wellness-center/>

OHSU Alert

<http://www.ohsu.edu/xd/education/student-services/ohsu-alert.cfm>

OHSU Inclement Weather

<https://o2.ohsu.edu/emergency-management/inclement-weather.cfm>

OHSU Transportation & Parking

<http://www.ohsu.edu/xd/about/services/transportation-and-parking/index.cfm>

OHSU Copy Center

<http://www.ohsu.edu/xd/education/library/services/copying-and-printing-services.cfm>

Academy of Nutrition and Dietetics Foundation

<http://www.eatright.org/foundation/>

Commission on Dietetic Registration

<http://www.cdrnet.org>

Oregon Academy of Nutrition and Dietetics

<http://www.eatrightoregon.org>

GPHN Current Students

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-programs-human-nutrition/current-students/graduate-council-by-laws.cfm>

GPHN Alumni Updates

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-programs-human-nutrition/alumni/alumni-updates/index.cfm>

American Journal of Clinical Nutrition (AJCN)

<http://www.ajcn.org/misc/ifa/shtml>

APPENDIX D: PRE-ENTRANCE REQUIREMENTS

BACKGROUND CLEARANCE

Per OHSU [Policy No. 03-10-011](#), all incoming students are required to undergo a background check prior to matriculation into the program. OHSU has contracted with the vendor Pre-Employ for this service. Any background checks that reveal potentially disqualifying information will be reviewed on an individual basis by the DI Director, the OHSU Director of Public Safety and others as outlined by the policy.

DRUG TESTING

All students accepted into the DI Program must complete an initial drug screening in accordance with OHSU Policy No. 02-01-003, [Student Drug and Alcohol Testing](#). Students will complete the test during a two-week window of time immediately preceding the start of summer term. All students may be tested "for cause" as needed. "For cause" testing includes alcohol and/or drug tests. The cost of the drug test is included in the student fees.

A student who receives a positive result from the drug screen will be further reviewed by program faculty to discuss the problem and to outline recommendations and/or accommodations pending the individual circumstances to ensure the student's full compliance with this policy. Failure to comply will result in dismissal from the program.

IMMUNIZATIONS

All students are required to provide documentation of the following immunizations: Hepatitis B series; Measles, Mumps, Rubella; Polio series; TB skin testing; Tetanus/Diphtheria; Varicella. More specific information about required immunizations can be found at [the Joseph B. Trainer Health & Wellness Center website](#).

BIG BRAIN TRAINING

[Big Brain](#) training modules are accessible online and should be logged into via a student's OHSU account. Modules required by GPHN are:

- HIPAA
- Respect at the University
- Hospital Compliance
- Integrity Education Booster
- Emergency Management
- General Safety
- Blood Borne Pathogens


PASSPORT PHOTO

To be issued an OHSU ID Badge, students are required to submit a full-color passport photo in JPG format. The photo must be 2" x 2" when printed, and follow [all U.S. passport photo guidelines](#). This will be the photo on the student's ID Badge, and will be used as part of our Class Photo Roster, so choose the photo accordingly.

ACADEMIC RECORDS

Students must submit official transcript(s) with degree(s) posted from all colleges and/or universities attended, including community colleges and trade schools. Without these, students will not be able to register for classes.

OHSU MEDIA RELEASE

Each student must a [media release form](#)  that will be housed with the Registrar's Office.

DPD VERIFICATION STATEMENT

Students must submit an original copy of their Didactic Program of Dietetics (DPD) Verification Statement, usually signed in blue ink, to be kept on file by OHSU. No copies will be accepted, nor will electronic or PDF submissions. Students will not be eligible to begin the program without this statement.

OTHER REQUIREMENTS FOR DI STUDENTS

All interns accepted in the DI Program must complete several pre-entrance requirements including, but not limited to, the following.

- ServSafe manager certification
- Adult First Aid and CPR training for Health Care Providers
- Student membership in the Academy of Nutrition and Dietetics

ADDITIONAL REQUIREMENTS FOR SUPERVISED PRACTICE ROTATION SITES

Additional background checks, drug tests, fingerprinting, etc. may be required by other supervised practice. Any costs not covered by the supervised practice sites will be the responsibility of the student (see [Additional Expenses](#) above). These additional requirements may take 2-3 weeks or longer to complete, so advance planning is required.

SIGNED HANDBOOK VERIFICATION

I, _____, verify that

1. I have read this handbook, web links, and associated resources;
2. I will abide by all rules within it, as well as the OHSU Code of Conduct, the By-Laws of the Graduate Council, and OHSU General Policies;
3. I give GPHN permission to use my likeness, coursework, and/or other projects completed in the scope of my degree in promotional material;
4. I give GPHN permission to share relevant personal information (e.g., resume) with relevant parties outside of GPHN, such as supervised practice rotation preceptors or thesis/capstone committee members, as needed; and
5. I will clarify any questions I may have with GPHN faculty and staff at Orientation Week.

Signature

Date