Director Coordinated Program in Dietetics Job Description

Specific responsibilities for program direction include but are not limited to:

- Maintenance of the Policy & Procedure Manual for the CP delineating procedures for program administration. Policies are revised and new policies are written as needs are identified in annual faculty and preceptor meetings, formal and incidental preceptor feedback, incidental situations with students, and changes in the teaching environment (such as distance education).

- Maintenance of the CP Handbook, a supplement to the Food and Nutrition Student Handbook.

- Recruitment of students. The Director, along with other faculty, participate in multiple opportunities each academic year to recruit students.

- The Director, along with the Department Head and the Director of the Didactic Program in Dietetics, spends significant amounts of time responding to program inquiries via email. Responses are detailed and individualized to fit the inquirer’s unique situation. This investment of time has resulted in a number of enrollments in the DPD, CP and graduate programs, both on campus and distance students.

- Maintenance of CP records, including CP application packets of all those accepted into the CP, documentation of exceptional circumstances which may arise during a student’s program participation and a description of the resolution, student health reports, annual TB skin tests, HBV documentation, documentation of HIPAA training, and evidence of student professional liability insurance coverage. Records are kept of students’ dates of graduation, submission of information to CDR for eligibility, RD exam performance with analysis of year to year comparability, past graduate name/address/email information for surveys, and facility information for supervised practice and preceptor contact information, which is kept on a shared drive on the main server for the department’s computer system.

- Establishing and maintaining contractual agreements with supervised practice facilities.

- Scheduling rotations for students in each rotation and maintaining regular contact with preceptors and facilities, including emails, phone calls, and site visits.
• Coordination of nutrition faculty meetings to discuss program and curriculum concerns. Additionally, every 1-2 years, an inventory of the Foundation Knowledge & Skills is performed across the curriculum to ensure complete coverage. Similar planning meetings occur for the three faculty who are responsible for the supervised practice. These meetings are more frequent to address the dynamic needs of supervised practice plans and preceptor support and development.

• Coordination of the annual preceptor meeting.

• Evaluation of the program through surveys of graduates and their employers and through analyzing the results of graduate accomplishment on the registration examination from the Commission on Dietetics Registration (CDR).