

# WASHINGTON STATE UNIVERSITY HEALTH SCIENCES SPOKANE



Department of Nutrition and Exercise Physiology  
(NEP)

BS NEP Student Handbook

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## BS in Nutrition and Exercise Physiology (NEP) Description

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### Preface

The BS in NEP at Washington State University Spokane (WSUS) has a unique focus on the preparation of students for exercise and nutrition-related careers in disease prevention and rehabilitation, as well as corporate, private health and fitness industries. In addition, it provides the student with the basic scientific preparation necessary for the pursuit of advanced degrees in exercise science, nutrition, or other allied health and medical fields.

The BS NEP degree offers an interdisciplinary evaluation of the multiple effects of nutrition and physical activity on the health of individuals. Areas of study include exercise science, human nutrition, biological sciences, and social/psychological sciences and environmental factors. Students gain experiential learning through laboratories and practicum focusing on exercise physiology and nutrition, followed by a semester-long internship.

### Objectives of the Department of Nutrition and Exercise Physiology (NEP)

- 1) To produce highly educated professionals capable of promoting optimum health and wellness for individuals and communities through the integration of nutrition, dietetics, and exercise.
- 2) To promote the prevention and management of chronic diseases in diverse populations using a multidisciplinary approach involving research, education, and extension.
- 3) To mentor junior researchers and conduct advanced research in areas related to nutrition and exercise physiology.
- 4) To prepare graduates to be credentialed as entry level dietitians and/or clinical exercise physiologists.

### Student Learning Outcomes (SLOs) for the Undergraduate Program

Upon completion of the BS NEP degree graduates will:

- 1) Integrate foundational information to allow students to obtain professions and professional certifications in nutrition and exercise physiology.
- 2) Critically analyze and apply scientific data and clinical information to develop innovative and ethical evidence-based practices in nutrition and exercise physiology.
- 3) Demonstrate effective culturally competent communication skills orally and in writing for specific audiences.
- 4) Demonstrate professional standards and strive to exceed them.

## WSU Policies and Procedures

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### Statement of Equal Opportunity

WSU's Equal Employment Opportunity and Affirmative Action policy (Exec. Policy 12) is described at:

[http://www.wsu.edu/~forms/HTML/EPM/EP12\\_Equal\\_Employment\\_Opportunity\\_and\\_Affirmative\\_Action\\_Policy.htm](http://www.wsu.edu/~forms/HTML/EPM/EP12_Equal_Employment_Opportunity_and_Affirmative_Action_Policy.htm)

### WSU Non-Discrimination Policy

WSU's Policy Prohibiting Discrimination and Sexual Harassment (Executive Policy 15) is described at:

[http://public.wsu.edu/~forms/HTML/EPM/EP15\\_Discrimination\\_Sexual\\_Harassment\\_and\\_Sexual\\_Misconduct.htm](http://public.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_Sexual_Harassment_and_Sexual_Misconduct.htm)

### Enrollment and Registration

Registration must be made through the WSUS Registrar. Information about registration for courses is online at the following website: <https://spokane.wsu.edu/studentaffairs/registrar-enrollmentservices/registration/> Students are responsible for verification that all transcripts of college credits from previous institutions are on file with the WSUS Registrar and with the NEP Academic Coordinator.

Students who desire to transfer credit for courses from other institutions must consult the NEP Academic Coordinator as soon as possible to facilitate the transfer process. Courses taken from other universities must meet the WSU and NEP transfer requirements.

### Financial Aid/Assistantships

Students enrolled in the BS NEP degree are eligible to apply for internal and external scholarships, as well as for the WSU Spokane Emerging Scholar Academic Award. State and federal financial aid programs are available to those admitted as students. Students may contact WSU Spokane Student Services for specific financial aid information or visit their website at: <https://spokane.wsu.edu/current/>

### Academic Deficiency

See the following website URL on the WSU Registrar's website for details.

<https://spokane.wsu.edu/studentaffairs/academic-reinstatement/>

### Academic Integrity Violations

All academic integrity (cheating) violations will be handled in accordance with the academic integrity procedures in the WSU Code of Conduct, WAC 504-26-404 found at [http://apps.leg.wa.gov/WAC/default.aspx?cite=504-26-](http://apps.leg.wa.gov/WAC/default.aspx?cite=504-26-404)

[404.](http://apps.leg.wa.gov/WAC/default.aspx?cite=504-26-404)

## Sexual Harassment

Detailed information regarding sexual harassment is available on the WSU website: <http://hrs.wsu.edu/dshp>. If a student feels sexually harassed he/she may contact WSU Spokane Student Affairs or the Office for Equal Opportunity to help facilitate the appropriate course of action.

## Request for Reasonable Accommodations

Reasonable accommodations are available for a student with a documented disability. Students can find more information about reasonable accommodations at this website: <https://spokane.wsu.edu/studentaffairs/disability-resources/>

## WSU Student Conduct Code and Standards of Professionalism

The WSU Standards of Conduct for Students (Student Conduct Code) is (<https://conduct.wsu.edu/>) available on the Washington State Legislature website at:

<http://apps.leg.wa.gov/WAC/default.aspx?cite=504-26>. Any violation of the Student Conduct Code is a disciplinary issue and is within the jurisdiction of the Office of Student Conduct. As such, the Conduct Officers or Conduct Board will make decisions on sanctions for violations of the code. Additional information on policies and procedures relating to WSU students can be found at <http://www.conduct.wsu.edu>.

With respect to conduct that violates the NEP program's *Standards of Professionalism*, the decision to place a student on probation or dismiss the student from the BS NEP degree shall be made by the NEP Chair and a NEP ad hoc faculty committee. A student will be notified in writing if he or she has been placed on probationary status or dismissed, and will be provided an opportunity to appeal the decision (see *Potential Sanctions* and *Appeal Procedures* below under *NEP Policies and Procedures*).

## Voluntary Student Resignation

*Resignation:* If it becomes necessary to resign from the BS program before completion, the student should consult with the Academic Coordinator, and complete the paperwork required from the Graduate School. Refer to the guidelines outlined on the WSU Graduate School Website.

*Reapplication:* If you resign for personal reasons you may reapply along with new applicants for admission into the BS following the process set forth in the Graduate School admissions policies and procedures. If you are dismissed you may not reapply to the BS.

If you elect to interrupt your academic program, you will have to meet new degree requirements if a curriculum change has occurred during your absence. Most courses are only offered one time per year. Because of this, planning your full academic program with the BS faculty advisor is vitally important. If you decide to drop a course you run the risk of lengthening the time required to achieve your academic degree.

## Graduation Application for Degree

Graduation applications must now be submitted online, paper copies are no longer available. Students can apply online at <https://spokane.wsu.edu/studentaffairs/commencement/steps-to-graduation/>.

The Registrar will furnish candidates with records of their grade point averages, the hours completed to date, and lists of Major and General Education Requirements yet to be completed. A graduation fee must be paid at the time of application.

## NEP Policies and Procedures

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### Student Orientation

Students **must attend** the NEP undergraduate orientation to receive up-to-date information related to the current program of study. The *NEP Undergraduate Student Handbook* is located on the website at: <https://spokane.wsu.edu/nep/bs-nutrition-and-exercise-physiology/>. Each student must read the handbook in its entirety, including the information on the website links found in the handbook. The student's signature is required on the Acknowledgement of Understanding form which is located in the orientation packet and in back of the handbook. Students will upload the Acknowledgement of Understanding to the CastleBranch student tracker.

### Electronic Communications

NEP faculty and staff routinely use electronic means to disseminate information for students and to communicate with them. This information may be important and/or time sensitive. Students must regularly check their email (see more information below under *NEP Student Responsibilities*).

### Degree Audit

The degree audit in myWSU shows all academic requirements that must be fulfilled before a student can graduate. The courses completed and the courses in progress are included on the degree audit. It is absolutely imperative that the student become familiar with and understand the degree audit, and **check that it is accurate each semester before meeting with the faculty advisor**. Additionally, the student should confirm that all transfer work from previous institutions is reflected accurately. If there are any inaccuracies, the student should email the NEP Academic Coordinator's to ask for assistance in correcting any errors.

Each item on the degree audit must be completed prior to graduation. The Undergraduate Degree Office reviews the degree audit for graduation clearance. **If any item on the degree audit is not complete, the student will not be able to graduate.**

### Academic Standing

A student must:

1. Earn a 'C' or higher in all NEP courses.
2. Maintain a cumulative grade point average (GPA) of 2.5 or higher to graduate with a BS NEP degree.



If a student receives a grade lower than a 'C' in any class noted above, the student must repeat the class. This grade will prevent the student from advancing to courses in which the class is a prerequisite. The student must be aware that this will extend the time required to complete the BS NEP degree as most classes are offered only once a year.

### Criteria for Receiving an Incomplete

An Incomplete may be issued to the student under the following circumstances:

- Failure to complete all assigned make-up requirements prior to the submission of final grade.
- Breach of professional standards.
- The student is unable to meet a course or internship requirement as a result of an extended excused absence approved by the NEP Chair or Instructor of Record (IOR). This may include the following: personal illness or injury, family crisis, as well as any other circumstance that warrants an extended excused absence.

### Criteria for Receiving a Failing Grade

A failing grade may be issued to the student under the following circumstances:

- Did not complete assignments or requirements as outlined in the course syllabus.
- Failure to make-up incomplete assignments.
- Patient/ client safety is compromised by the actions of the student in practicum or during the internship.
- Breach of professional standards.
- Patient/client safety is compromised by the actions of the student in practicum or during the internship. Dependent on the severity of the offense, the NEP Chair and the NEP ad hoc faculty committee have the right to reassign the student to another site.

### Confidentiality

NEP students must follow all HIPAA regulations with regard to all patient/client information and all confidential information learned during their experiential learning activities, including health conditions, social information, medical records, fee systems, trade secrets and professional policies. Failure to do so may result in disciplinary action and dismissal from the BS NEP program.

### Standards of Professionalism

Moral or ethical character is an important component of professional behavior and of the overall assessment of performance of a student's ability to enter a health care profession. Students are expected to maintain ethical and professional behavior while in the classroom or when completing experiential learning activities which includes the internship, when attending university-sponsored functions, when interacting with university employees or when serving as representatives of the university. The BS NEP Standards of Professionalism is separate and distinct from, and in addition to, the Standards of Conduct for Students. Its purpose and goal is educational in nature to prepare students for a career in the health care profession.

While in all practice situations, the student's primary responsibility is the care of his/her patient/client. The student must recognize that the patient's/client's welfare has precedence over a student's personal educational objectives. Each student must respect every patient's/client's privacy and dignity, and must maintain confidentiality with regard to all patients'/clients' information. The student must never compromise patient/client safety through lack of diligence, or by providing care for which they lack the skills or knowledge or that is not approved by an instructor or preceptor. The student will be held to the standards of conduct and safety expected of employees in the

patient/client care areas of the health care facilities or other facilities that are participating in the teaching programs. The student is expected to meet the professional standards of the BS NEP program and the internship sites.

A student's continued enrollment in the BS NEP program depends, in part, on his/her ability to adhere to recognized standards of professional practice and conduct. In the event a student demonstrates unprofessional behavior, the procedures outlined in the *Potential Sanctions* and *Appeal Process* (detailed below) will be followed. Evidence of unprofessional conduct includes, but shall not be limited to, one or more of the following:

- Conviction of a felony.
- Conviction of illegal use, possession, delivery, sale or manufacture of a controlled substance or legend drug.
- A withheld judgment, probated or deferred sentence, or a no contest plea on the delivery, possession, sale or manufacture of a controlled substance or legend drug.
- Recreational use of controlled substances or legend drugs.
- Misappropriation or illegal use of other pharmacologically active agents.
- Attending class or experiential learning settings while under the influence of alcohol or other drugs.
- Disruptive behavior in the classroom which hinders the learning process of fellow students.
- Unprofessional, inappropriate or threatening behavior or comments made toward faculty, staff, other university employees, preceptors, others involved with teaching, or other students.
- Repeated late arrival or early departures from experiential or internship sites without notifying the primary instructor or preceptor.
- Failure to maintain patient/client confidentiality.
- Misconduct in patient/client care settings.
- Failure to meet professional expectations set forth by an internship site (such as arrival and departure time, dress code, or similar requirements).
- Suspension or revocation from an internship site.
- Failure to adhere to the Professional Appearance Standards.

## Professional Appearance Standards

The student must exhibit a professional appearance at a practicum or internship site, both in manner and dress at all times. While at a practicum site, the dress code will be determined by the IOR. At an internship site, the dress code will be determined and enforced by the assigned preceptor, as each site may vary in dress code requirements. Each student is responsible for obtaining and adhering to the sites specific dress code.

### Business Professional Attire Guidelines

If a professional dress code is not specified, the student will assume the following dress code :

**Men:** Dress shirt with buttons/collar, polo, tie (optional), pressed dress pants/khakis with a crease, closed toe shoes, no baseball caps or other hats, or sandals. Appropriate hair style in compliance with the professional expectations of the practicum or internship site is required. No unnecessary jewelry may be worn other than wearing a watch and one ring.

**Women:** Skirts (not mini-skirts), pressed dress pants/khakis with a crease, dresses (no mini dresses), blouses (not sheer), sweaters, sweater sets, closed toe shoes, no sandals. Appropriate hair style in compliance with the professional expectations of the practicum or internship site is required. No

unnecessary jewelry may be worn other than wearing a watch, one ring and earrings (no dangling earrings).

**Business professional dress code does NOT include:** jeans (blue, black or other colors), denim skirts, shorts, cargo pants, casual twill pants, halter tops, low cut shirts (cleavage or lingerie revealing), skirts shorter than your extended arms, low cut or riding pants revealing skin or underwear, T-shirts, sweats, shorts, sandals, flip-flops, open toed shoes, baseball caps or other hats.

### **Student Hygiene**

The student's grooming is equally important. Daily hygiene (daily showers/baths, nail care, use of deodorant, hose/socks, hair care, neatly-trimmed beard/moustache, and clean, ironed clothes) is expected during practicum, internship sites, experiential learning activities and labs.

### **General Professional Guidelines**

Most practicum or internship sites have policies regarding appearance and conduct that must be adhered to at the site. Information about professionalism in practicum and the internship will be provided in the course syllabus, course materials and may also be provided by the site during the onboarding process. However, in addition to such policies, expectations include:

1. A student may be requested to wear lab jackets/coats for clinical assignments, depending on the guidelines for the facility. Attire worn under these lab coats must be neat, clean, professional in style, and appropriate to the facility. Evaluations of the student's professional appearance are included in the overall evaluations by the preceptor or supervisor.
2. Professional dress is expected at all times, including presentations, tours, field trips, etc. Professional dress means that the student must not wear denim-type jeans, leggings, casual shorts, sweatshirts, T-shirts, or any clothing that is too tight or revealing. ***It is not acceptable to show cleavage or other revealing body parts on the abdomen, legs, or buttocks. Obviously, revealing clothing/body parts, excess body piercing, and visible extreme body art are not acceptable professional attire, and in many communities will detract from the student's effort to present themselves as a professional student and will thus interfere with establishing successful professional relationships with clients/patients.*** Preceptors are told that they may ask students to change their attire or appearance if preceptors feel it is distracting to patients or detrimental to the professional atmosphere of their office.
3. Only simple earrings may be worn that are approved and in compliance by the facilities dress code. No nose rings are allowed. Visible body rings or piercings must be removed or covered.
4. Closed-toe shoes (no sandals) must be worn in all clinical settings and labs. Running shoes are appropriate only in the exercise physiology labs. Shoes must be kept clean and repaired at all times.
5. Name tags provided must be worn at all times when off the WSU campus. During orientation pictures will be taken so the first name tag will be provided. If a student loses his/her name tag it is the student's responsibility to make arrangements with the NEP Secretary and pay any additional charge to create a new name tag.
6. When working in a kitchen area, hair must be worn off the shoulders and securely pinned away from the face, and/or a hairnet or cap may be worn. Men may be asked to wear hairnets or beard nets in food preparation for NEP experiential learning or internship sites.
7. Nail polish is not allowed when working around or handling food.

8. During NEP experiential learning activities or internship site, the student must not use perfume, cologne or after-shave. Odors are frequently offensive to people. Some facilities are fragrance-free and do not permit perfumes or strong odors.
9. During professional activities, the student must not eat, chew gum, or use tobacco.
10. Use of alcohol or drugs, or impairment from such use while on campus or at off-site facilities, is not acceptable and may be grounds for dismissal from the program. Random drug tests may occur at the internship sites.
11. Any health-related information must be kept confidential from the NEP Clinic or internship. Students must not discuss any patient/client information in any public place, including elevators, lounges, cafeteria, etc. Students must use only initials when referring to patients/clients in written case studies, reports, or log books. It is unprofessional to repeat gossip or to discuss personality conflicts with other students or co-workers.
12. Germs are more prevalent in the NEP Clinic or hospital setting; therefore, students must avoid mouth contact with fingers, nails, pencils, etc. Hands must be washed frequently between patients/clients and before leaving the restroom.
13. Telephones, supplies, computer equipment, and FAX machines in any off-site facility are for business purposes ONLY and are prohibited for a student's personal use.
14. A student must arrive at an off-site facility in order to report prior to scheduled activity and the student must not leave before designated departure times. The student must make sure that the preceptor or instructor knows the student's general whereabouts at all times during practicum, an experiential learning activity or an internship. The student must call the preceptor or instructor as soon as possible if unable to report for the activity. The student must give the course instructor, academic coordinator, and/or their preceptor a local phone number and a contact person in case of emergencies.
15. Punctuality is a REQUIREMENT so students must arrive to the NEP Clinic or internship sites on time. A student must communicate with the preceptor or instructor if ill or needing to attend to a family emergency. ATTENDANCE is mandatory and if any hours are missed, the student must arrange with the preceptor or instructor to make up the hours at another arranged time. Makeup days must be scheduled based upon the availability of supervising personnel. An extended absence due to illness or extenuating circumstances must be discussed with the course instructor and the preceptor.
16. While on duty or in a class situation, staff, instructors, preceptor or patient/client must be addressed by their appropriate title. For example: Doctor, Professor, Ms., Mrs., or Mr. However, a student can call the individual by his/her first name if given permission by that person.
17. A student must review study notes and reference materials more extensively on their own time. Projects and homework on advanced material must be anticipated as a normal activity for a course requirement, such as preparing for an off-site experiential learning activities or during an internship. This may include additional time outside the normal work or school day.
18. Student cell phone use is prohibited during classes or labs, during the internship or the NEP clinic. It is unacceptable for a student to text or use the cell phone for personal communicate except during lunch or allowable break times.

## Professional Misconduct

Instances of professional misconduct while a student is in the BS NEP program or during an internship will be referred to the NEP Chair and the NEP ad hoc faculty committee immediately for review and potential adjudication following the procedure outlined below. Professional misconduct may result in severe disciplinary action and possible removal from the BS NEP program.

In the event the Code of Professionalism violation involves a serious infraction, the Director of Student Affairs will be notified at the onset of the circumstance.

## Potential Sanctions

After a review and discussion of an alleged case, a NEP ad hoc faculty committee, in consultation with the NEP Chair, will respond in writing to the student(s) within one week. The written letter will summarize the alleged incident and outline the action or consequence decided upon by the committee. The recommendations of the committee will vary depending on the nature and severity of each case. Possible outcomes include, but are not limited to:

- A written warning to the student.
- Placement of the student on probation with specific conditions that must be met; these conditions will be clearly defined in writing to the student.
- Require the student to enroll in a university-based course on professionalism.
- Referral to a university-based, professional counseling service.
- Receive an incomplete grade until all outlined action tasks are completed satisfactorily.
- Decertification from the NEP program, according to the guidelines outlined in WSU Academic Regulation 56 (see: <https://registrar.wsu.edu/academic-regulations/>).

The action decided upon by the committee will be communicated to the complainant at the discretion of the committee and in accordance with WSU's policies on student education records in accordance with WAC Chapter 504-21 (University policy on *Student Education Records*). Written descriptions of both the complainant and the student(s) involved in the alleged violation, plus any related documents associated with the alleged incident, will be kept on file with the NEP Chair. The student records will be made available to the student upon request from the NEP Chair in accordance with WAC Chapter 504-21. Records will be retained in accordance with WSU's records retention policy and state law.

## Appeal Process

Appeals from sanctions issued under the *WSU Standards of Conduct for Students and Academic Integrity Violations* are handled by the Office of Student Standards and Accountability in accordance with WAC Chapter 504-26-407 (*Notification of Decision*).

Appeals from sanctions issued due to a violation of the Code of Professionalism will be handled through WSUS Division of Student Affairs (<https://spokane.wsu.edu/studentaffairs/>). Based on review of the complaint and appeal, cases may be referred to the Office of Student Conduct through the Pullman Campus. This petition must be completed within **10 calendar days from the date the initial decision letter was issued to the student**. Sanctions for violation of the Code of Professionalism will be stayed until the deadline for filing an appeal is filed or a decision is issued on a timely filed appeal.

## Graduate Course Work

If a NEP undergraduate senior student wishes to take a graduate course, he/she must obtain permission to do so by completing steps detailed on the form titled *Request for Reservation of Graduate Credit* that is available from the WSU Graduate School at: <http://gradschool.wsu.edu/>.

Note that signatures are required to obtain permission to take the graduate course. The student should discuss this with the faculty advisor one semester in advance of the course offering.

## NEP Student Responsibilities

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### Orientation Details

BS NEP student orientation is required. During the orientation students will receive an overview of the *Student Handbook* as well as other trainings, and important program information. Orientation will occur in August prior to the start of classes. Details for the orientation will be sent out by email from the NEP staff during the summer.

### Advising & Required Courses

Most courses in NEP are only offered once a year. Therefore, the student should plan the entire academic program in consultation with the assigned NEP Faculty Advisor. Most courses have prerequisites and must be taken in sequential order. A student who elects to drop a course runs the risk of lengthening the time required to achieve the academic degree. Students are notified to sign up for advising appointments prior to each semester.

### Submission of Required Documentation

The items listed below should be completed prior to orientation, unless stated otherwise in the descriptions below the checklist. The student must collect and provide a copy of all documentation to the NEP Placement Coordinator by uploading documents into CastleBranch document tracker. The Placement Coordinator will confirm the documentation is complete. CastleBranch document tracker instructions will be emailed to students by the Placement Coordinator.

### Documentation Checklist (Required)

Information about the required items will be sent by the Placement Coordinator. The Placement Coordinator will also check to ensure these items are completed prior to NEP orientation in August.

- Signed Acknowledgement of Understanding Form (back of handbook)
- Signed WSU NEP Media Consent Form
- Signed Authorization of Release of Record Form
- Student Professional Liability Insurance Form
- PAR-Q+ Form
- CPR w/AED (MUST be AHA BLS Healthcare Providers Certification)
- Basic First Aid
- Safety
- Blood Borne Pathogens (BBP) Initial training Quiz, and Form

- HIPAA (CITI)
  - Good Clinical Practice
  - Health Information Privacy and Security for Students and Instructors
- Food worker card
- PAML Drug screen (optional, some sites will require it)
- Immunizations
  - 2-step TB test initially, then annual TB test (If more than 12 months between annual TB test, then will need to complete 2-step TB again)
  - Tetanus & Diphtheria (TDAP or TD) within the past 10 years
  - Hepatitis B series or titer test or signed Hep B declination form
  - Measles, Mumps, & Rubella (MMR) or titer test
  - Varicella or titer test
  - Proof of annual Flu shot or signed flu declination waiver
  - Hepatitis A (optional, some sites may require)
- Criminal Background Checks: National, Washington State Patrol (WATCH), and OIG

### **Onboarding Checklist:**

#### **Acknowledgement of Understanding:**

A signed *Acknowledgement of Understanding* (AoU) which indicates the student has read the BS NEP Student Handbook and will abide by the policies and procedures of the university, campus, and department. The student must sign and submit the AoU to the Placement Coordinator **prior to orientation**. The AoU is kept on file until the completion of the degree.

#### **Professional Liability Insurance:**

The student is required to obtain professional liability insurance during orientation. More information about Professional Liability Insurance will be sent to students from the Placement Coordinator.

This fee is the responsibility of the student in addition to application and tuition fees. More details about Professional Liability insurance is described below under “Insurance Requirements.”

#### **Training/ Certifications:**

Training/certification in **Safety, First Aid, and BLS CPR with AED** will be made available upon matriculation.

#### **CPR with AED:**

**\*Note:** Be sure to get the Basic Life Support CPR & AED certification specifically for health care providers through the American Heart Association. **Local contact information to get certified:**

**American Heart Association: (509) 536-1500**

Spokane Regional Health District: (509) 324-1500

Deaconess Medical Center: (509) 458-5800

Sacred Heart Medical Center: (509) 474-3131

**Blood Borne Pathogens Training (BBP)** This training is designed to ensure the student can properly handle bodily fluids and other tools in order to prevent the spread of disease. Blood Borne Pathogens training is completed online through WSU Health & Wellness Services at: <http://ehs.wsu.edu/labsafety/bbptraining.html>. Once the training is complete, the student must complete the initial training quiz at the end and submit results to the NEP Placement Coordinator. Then sign BBP form located in the back of this Handbook and submit to the NEP Placement Coordinator **prior to Orientation**.

**HIPAA Training:** The Health Insurance Portability and Accountability Act (**HIPAA**) training is required for the NEP student. Only HIPAA training done under the auspices of the WSU Office of Grants and Research Development through the Collaborative IRB Training Initiative (CITI) will be accepted to satisfy this requirement. More information is available at <http://www.irb.wsu.edu/CITI.asp>. The student should complete the Basic/Refresher Required Modules training which can be done online at the previous link. This training takes 3-4 hours to complete and the results should be submitted to the Placement Coordinator **prior to orientation**. This training is valid for 5 years.

**Food Worker Card (Permit):** A student is required to have a current Washington State Food Worker Card. An exam and fee of approximately \$10 are required to obtain the permit, which is valid for two (2) years. For more information about the Washington State Food Worker Permit, the student should search WA State website: <http://www.foodworkercard.wa.gov/>. This documentation needs to be provided to the Placement Coordinator **prior to orientation**.

## Drug Testing

Many internship sites require drug testing, however, such a test is optional for NEP enrollment. The expense of such a test will be the responsibility of the student. Arrangements have been made with PAML in Spokane for \$20 drug screen test. Obtain PAML Employee Drug Screen Authorization Form from the Placement Coordinator.

It is critical to understand that if a student has a positive drug test, he/she may not be accepted into the assigned clinical or community rotation site. The failure to be accepted into the assigned clinical or community rotation means that a student may not be able to complete his/her degree and graduate, irrespective of whether WSU has granted admission to the program. This is due to the fact that experiential portions of the curriculum (practical experiences and rotations) are required for completion of the degree and take place in private institutions that may restrict individuals with positive drug tests from interacting with patients/clients. The MS CPD NEP program will not be able to establish another clinical or community rotation site in the event that the originally assigned site does not accept the student because of results of the drug test.

## Immunization/Health Records

A student is required to provide copies of the following immunizations to the NEP Placement Coordinator prior to orientation unless stated otherwise in the descriptions below. If a student needs immunizations to be updated, he/she should contact his/her personal physician, the Spokane Regional Health District at (509) 324-1600, or check online at <http://www.srhd.org/services/clinic.asp>.

Immunizations required are:

- Diphtheria & Tetanus (TD/TDAP)
- Measles, Mumps & Rubella (MMR) or titer
- Varicella (chicken pox) or titer



- Flu (annually) or signed declination waver
- Hepatitis B series or titer or signed declination waver
- Negative 2-step TB skin test and annual 1-step TB skin test within a year after 2-step, until NEP program completion

**Notes:**

Diphtheria & Tetanus (TD/TDAP): Documentation of TD or TDAP vaccination within the last 10 years.

MMR (Measles, Mumps & Rubella): Must provide the 2 step series of MMR or titer test proving immunity.

Varicella (chickenpox): A student must get a Varicella immunity titer. If the student has never had chicken pox or the titer comes out negative, then the student must be immunized for chickenpox and provide a record of the vaccine.

Flu: Documentation of annual flu shot is required throughout the program. The student can choose to sign the declination waver instead of being immunized for flu. **However**, declining vaccination may exclude the student from certain internship site experiences and may require the student to find a site which will waive this requirement.

Hepatitis B: The student must have at least initiated the Hepatitis B series with the first immunization or submitted titer test proving immunity prior to orientation, and can then provide evidence of the following two Hepatitis B required immunizations at a later date. The student can choose to sign the declination waver instead of receiving the vaccination. **However**, declining the vaccination may exclude the student from certain internship site experiences and may require the student to find a site which will waive this requirement. If no sites will waive this requirement the student will need to get the vaccination and cannot complete the degree until the internship is completed.

Tuberculosis (TB): Most sites require a 2-step TB test initially, then annual TB test. (If it has been more than 12 months between the annual TB tests, then the student will need to repeat the 2-step TB again). Documentation of a negative 2-step TB skin test is required by NEP prior to orientation. The student must provide evidence of **yearly** purified protein derivative (PPD) tuberculosis testing (negative 1-step) during the NEP program. If a student's results are PPD-positive or have had Bacilli Calmetti Guerin (BCG), contact the NEP Placement Coordinator for further instruction.

**Some experiential sites require H1N1 virus immunization, Hepatitis A or other Immunizations**

The immunization or test must be renewed if it expires during the year, and that documentation should be provided to the NEP Placement Coordinator on or before the expiration date of the immunization or tuberculosis test. These requirements must be maintained and current during the entire time while enrolled in the BS NEP Program.

**National Criminal Background Check**

A NEP student is required to submit a nationwide criminal background check **prior to orientation**. Only national background checks obtained through the agency "castlebranch.com" will be accepted. To obtain this background check, the student should visit the website <https://www.castlebranch.com> then click on "Place Order" and enter the package code **WA04BG** for student access. Please note that the BS NEP program does not deny admission based upon an applicant's criminal record. However, if a student has a criminal conviction he/she may not be able to complete his/her degree and graduate depending upon the type and/or severity of the crime, irrespective of whether WSU has granted admission to the program. Experiential portions of the curriculum (practical experiences and

rotations) are required for completion of the degree and take place in private institutions that typically restrict individuals with criminal convictions from interacting with patients/clients. Since this is a nation-wide background check, it will require a separate fee that is not included in application and tuition fees.

### Washington State Patrol Background Check (WATCH)

The NEP student is required to complete an annual Washington State Patrol Background Check (WATCH) in addition to the criminal Background Check. The student can complete WATCH either online or by completing a background check form at <https://fortress.wa.gov/wsp/watch/>. The fee is \$17.00.

### Office of Inspector General (OIG) Background Check

OIG background check documentation must be submitted to NEP Placement Coordinator **prior to orientation**. OIG can be completed at <https://exclusions.oig.hhs.gov/>.

**NEP student who have not completed the required documentation will not be allowed to participate in experiential learning activities. This will likely result in a significant grade reduction (please see course syllabi of all relevant courses) and possible graduation restriction.**

## NEP Onboarding

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The following steps are critical to successful onboarding as a NEP student.

### 1. Completion of the NEP Onboarding Checklist

The NEP Onboarding Checklist of program requirements is found in the Student Handbook's and a copy is emailed by the Placement Coordinator to incoming students in the summer prior to the start of the fall semester.

Returning students who will be completing an Exercise Internship within the next school term will need to confirm that all NEP requirements (including annual trainings) are up-to date for the following school year and will remain current through the duration of the Exercise Internship. Any annual NEP requirements must be completed and the required documentation must be uploaded into the NEP CastleBranch document tracker site prior to the NEP orientation each fall. In August, the Placement Coordinator will audit the returning student's CastleBranch document tracker and will fill out a *Verification Form* indicating that all NEP requirements are current until the conclusion of the Exercise Internship. The Placement Coordinator will provide the student this form, which the student will then upload into the NEP 489 LMS (see below for more information). If the required documentation is not complete in the CastleBranch document tracker the student will not be able to upload the *Verification Form* and the student will not be able to start the application process for an internship until the NEP requirements are finalized.

### 2. Using Blackboard Learn

The student is given access to the Blackboard *Nutrition and Exercise Physiology Department's Continuous*

Home Page, prior to Orientation. Blackboard will be the student's resource for course information and assignment submission.

## Costs and Fee Estimates for BS NEP Students

The student attending classes on the Health Sciences campus is subject to the tuition described in the WSU Spokane Course Catalog and course fees listed below. Books, course materials, housing, and transportation vary depending on the student's course requirements and personal needs.

<b>Course Fees:</b>	
NEP 340 Foods with Application to Physical Activity	\$35.00
NEP 427 Nutritional Assessment and Lifestyle Counseling	\$28.00
NEP 435 Exercise, Diet and Disease	\$18.50
NEP 463 Advanced Exercise Physiology	\$70.00
NEP 476 Exercise Testing and Prescription	\$25.00
NEP 478 EKG, Medications, and Procedures	\$70.00
NEP 479 Nutrition and Exercise Practicum I	\$70.00
NEP 482 Nutrition and Exercise Practicum II	\$70.00
NEP 480 Cardiac and Pulmonary Rehabilitation	\$70.00

<b>Additional Expenses:</b>	
Housing Costs ( <i>Estimated for modest studio apartment</i> )	Varies by location
Annual Criminal Background Check	\$99.00
Annual WATCH Background Check	\$12.00
Annual Drug Test (may be required for internships)	\$20.00
Annual Professional Student Liability Insurance (through WSUS Student Affairs)	\$15.50
Health and Wellness Services Fee: <ul style="list-style-type: none"> <li>• <b>Mandatory for students enrolled with at least 7 credits</b> see <a href="http://spokane.wsu.edu/students2/student-life/health-wellness.html">http://spokane.wsu.edu/students2/student-life/health-wellness.html</a> for coverage details</li> </ul>	\$87.00
Medical Insurance (Insurance may be required for an internship site. Students may purchase the WSU Spokane Student Medical Insurance Plan. See <a href="http://spokane.wsu.edu/students2/student-life/health-wellness.html">http://spokane.wsu.edu/students2/student-life/health-wellness.html</a> for details.)	Variable
Physical Exam (May be required by an internship site)	Variable

Automobile Insurance	Variable
Books (Recommended or required)	Variable
Computer (Able to access the Internet and emails)	Variable
Flash/Thumb Drive (Recommended)	Variable

Costs Associated with Printing 10 cents/page at WSU Spokane Library (located 2 <sup>nd</sup> floor of SAC building)	Variable
Current Food Worker Card (Washington State)	\$10.00
Professional Portfolio Materials	Variable
AND Student Membership (optional)	\$50.00
Local AND Student Membership (optional)	\$10.00
ACSM Student Membership (optional: <a href="http://www.acsm.org/membership/membership-options-benefits/student-membership">http://www.acsm.org/membership/membership-options-benefits/student-membership</a> )	\$10.00

<b>Additional Expenses Junior Year:</b> <ul style="list-style-type: none"> <li>• Nametag Lanyard (provided by the NEP program)</li> <li>• Stethoscope</li> <li>• CPR for Adults, Infants, and Children w/Automated External Defibrillator (AED)</li> <li>• Basic First Aid</li> </ul>	Free \$50.00 \$100.00 Variable Variable
<b>Additional Expenses Senior Year:</b> <ul style="list-style-type: none"> <li>• Transportation to and from Practicum, internship site, and other experiential activities</li> <li>• ECG Calipers</li> </ul>	Variable \$12.00
<b>Vaccinations:</b> <ul style="list-style-type: none"> <li>• Please refer to the Immunizations/Health Records in the WSU Handbook</li> </ul> <b>Possible Charges from Practicum and/or Internship Sites:</b> <ul style="list-style-type: none"> <li>• Drug testing (often random)</li> <li>• Site-specific criminal background check</li> <li>• Relocation and living expenses associated with NEP internship</li> </ul>	Variable Variable Variable

### Computer Requirements

The NEP student is required to have a laptop computer for academic use to access the learning management system (LMS) and emails. The student can contact the WSU Spokane ITS Technical Support Center for support with computer questions <https://spokane.wsu.edu/its/tech-support/>, email [spok.it.help@wsu.edu](mailto:spok.it.help@wsu.edu) or call (509) 358-7748. Some faculty do not allow use of laptops during lecture or may require laptops for testing. The student should review the course syllabus for specific requirements at the beginning of each semester.

### Electronic Communication Student Responsibilities

The student must maintain an active WSU email account. If there is any problem setting up or accessing an email account the student should contact WSU Spokane ITS Technical Support Center noted above. The student's WSU

email account must be checked daily as this method of communication will be used exclusively for all official announcements and correspondence related to BS NEP and WSU.

For all WSU correspondence, NEP students are ***required to use their official WSU email address when corresponding with WSU faculty/staff, Practicum clients, or internship preceptors.***

The following are the BS NEP Email expectations:

- Each NEP student must maintain a personal WSU email account. Emails sent from NEP/staff to the student(s) will be sent directly to the WSU email address.
- The student must be able to access email and check it frequently (at least once daily, Monday through Friday during the semester).
- The student can check the WSU email via the web at office365.wsu.edu or add the email account to a smartphone or computer. The Technical Support Center can assist with connecting emails to these devices.
- Email communications from NEP faculty/staff to the student and vice versa should include a concise description of the content of the email in the subject line so that recipient can gauge the urgency of the message. Faculty/staff are expected to provide communications to the student in a timely manner that will allow the student adequate notice and opportunity to read and/or respond. Additionally, the email should bear a signature line at the end of the message giving the student's full name and any other relevant contact information.
- Electronic communication and internet access may be required as part of courses and internships and will be specified in the course syllabus. If these requirements pose a difficulty to the student after consulting with the Technical Support Center (see above), the student must contact the IOR to problem solve a solution.

***In short, the lack of access to electronic communication is not a valid excuse for failure to respond to a request, perform an assignment, or meet a deadline.***

## Liability for Safety in Travel

The student must assume the responsibility for transportation to and from off-campus activities such as practicum, internship, professional meetings, and all other off site activities. The student will be assigned to off-campus sites in most cases for internships. It is highly recommended that the student has reliable transportation to meet the course requirements. WSUS does not provide travel and will not be liable for student safety in travel to and from assigned off-campus activities.

### Insurance Requirements:

#### Professional Liability Insurance

NEP students are required by internship and supervised practice sites (WSU partners) to obtain professional liability insurance before they participate in any NEP experiential learning activities. This type of insurance is designed to protect against harm or injury that the student may cause to others. Most experiential learning sites require that students have professional liability insurance and will not allow students to be on site without it. The

student can obtain professional liability insurance through the WSUS Student Affairs office. *Additional information about how to obtain Professional Liability Insurance will be provided by the Placement Coordinator.*

## Medical Insurance

It is highly recommended that the NEP student maintain personal health insurance. Many Practicum and exercise internship sites require health insurance prior to students' participation. This type of insurance covers testing and treatments not covered by the Student Health Services Spokane (see below) and is required by the Affordable Health Care Act (<https://www.healthcare.gov/get-coverage/>).

## Student Health and Wellness Services Fee

A student who is enrolled for 7 credits or more per semester is required by WSU to pay a mandatory health and wellness fee that entitles the student to basic local medical and health care services. This fee is automatically billed at the same time as the student's tuition. See Student Health Services Spokane website for more information (<https://spokane.wsu.edu/studentaffairs/health-and-wellness/>) or call (509) 358-7963 for more information.

## Automobile Insurance

Automobile insurance is the responsibility of the student. Automobile liability insurance is required in the state of Washington.

### **Exercise Internship Academic Requirement**

After completing all required BS NEP courses, the student will complete a culminating 10 credit-400 hour internship (NEP 490) to complete the BS NEP academic requirement for the degree. Students will enroll in NEP 489, Exercise Internship Seminar in the fall semester of their senior year. This course provides guidance and resources to assist the student to prepare and apply for an internship, which is typically completed in the following summer semester. The student may choose to complete a clinical exercise internship if he/she wishes to sit for the ACSM Certified Clinical Exercise Physiologist (CEP) exam, or a nonclinical internship if the student is interested in a different certification or is interested in pursuing a unique direction for a professional career. When considering the various internship options, the student should keep in mind his/her career goals and search for an exercise internship that will promote the professional development and meet the requirements of a credentialing professional organization. A clinical exercise internship or non-clinical exercise internship are described below.

## Clinical Exercise Internship:

**ACSM Clinical Exercise Physiologist Certification**—Note: ACSM is currently updating their clinical certification requirements and will likely require further education and additional hours. The following information covers previous requirements. Students will be kept informed as ACSM makes additional information available.

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The BS NEP curriculum prepares students to become certified as an American College of Sports Medicine Clinical Exercise Physiologist (ACSM CEP). A CEP is a healthcare professional certified to deliver a variety of exercise

assessment, training, rehabilitation, risk factor identification, and lifestyle management services to healthy individuals and those with, or at risk for, cardiovascular, pulmonary, and metabolic disease(s) or disorders. These services are typically delivered in cardiac and pulmonary rehabilitation programs, physicians' offices, or medical fitness centers. The ACSM CEP has also demonstrated competency to be able to provide exercise-related consultation in the areas of research, public health, and other clinical and non-clinical services and programs. <http://certification.acsm.org/acsm-certified-clinical-exercise-physiologist>

Eligibility requirements to sit for the ACSM CEP exam include:

1. The student must have a minimum of a bachelor's degree in Exercise Science, Exercise Physiology, or Kinesiology from a regionally accredited college or university. The student is eligible to take the certification exam in the last semester of the degree program once the 500 clinical hours have been completed.
2. A minimum of 500 documented hours of clinical experience from a non-CAAHEP accredited program.
3. Practical experience in a clinical exercise program (see more information below).
4. Certification in Basic Life Support (BLS) or CPR for the Professional Rescuer with a hands-on skills test.

ACSM defines these **“practical experience hours in a clinical exercise program must be in:”**

- cardiac/pulmonary rehabilitation programs
- exercise testing of clinical cardiac and pulmonary populations (not athletes or apparently healthy populations)
- Exercise prescription for clinical populations: cardiac, pulmonary and metabolic disease conditions
- electrocardiography
- patient education and counseling/coaching
- disease management of cardiac, pulmonary, and metabolic diseases
- emergency management

ACSM further states that:

**“Only hours associated with the following in which you assisted or played a direct role in providing services will be accepted:”**

- exercise assessment
- exercise prescription
- supervision
- counseling
- education

The student should review ACSM's website to confirm the requirements have not change from the above information prior to sitting for the certifying exam: <http://certification.acsm.org/certified-clinical-exercise-physiologist-clinical-hours>

Clinical hours may be accumulated in the following NEP courses and during the NEP Clinic. However, only 100 clinical hours from NEP can be used to meet the 500 total documented hours.

NEP 427: Nutritional Assessment and Lifestyle Counseling

NEP 478: EKG, Medications, and Procedure,

NEP 479 and 482: Nutrition and Exercise Practicum I and II NEP 480:  
Cardiac and Pulmonary Rehabilitation

It is the NEP instructor's and student's responsibility to make sure the clinical hours meet ACSM's current online requirements. It's the student responsibility to list the accumulated clinical hours on the *ACSM Certified Clinical Exercise Physiologist Clinical Hour Verification Form* and to acquire the supervising faculty's signature **at the end of the each semester from the course(s) in which the hours were accumulated**. At the end of spring semester, the IOR from Nutrition and Exercise Practicum I & II will send a list of the NEP students accumulated clinical hours to the Exercise Internship Coordinator. If the student has not accumulated 100 clinical hours prior to the start of the internship, additional hours can be accumulated during the internship upon approval by the Internship Site Preceptor and the Exercise Internship Coordinator. The student needs to enroll in the appropriate number of credits for NEP 490. For example, forty hours equals one credit; if a student needs 440 hours to meet the required 500 clinical hours, the student should enroll in 11 credits. Prior to the completion of the internship, the student should acquire the Internship Preceptor's signature on the *ACSM Certified Clinical Exercise Physiologist Clinical Hour Verification Form*. A copy of the form will be uploaded onto the course LMS.

**Please note:** A student is not allowed to count more than 100 clinical hours outside of the exercise internship. All internships are a minimum of 400 hours. Additionally, the NEP IOR is **not** held responsible for signing the *ACSM Certified Clinical Exercise Physiologist Clinical Hour Verification Form* if a student did not document the hours per the course requirements or did not obtain the signature at the end of each semester in which the hours were accrued.

## Non-Clinical Exercise Internship

Students who are not planning to take the ACSM CEP certifying exam will complete a 400 hour non-clinical exercise internship. Other types of exercise internships that have a specific disease focus are also available. For example, a student who wants to sit for the ACSM exam as a Cancer Exercise Trainer<sup>SM</sup> (<http://certification.acsm.org/acsm-cancer-exercise-trainer>) or other cancer certifying exams should select a site which focuses on the rehabilitation of cancer survivors. Students who plan on continuing their education in a professional allied health field may want to consider interning in other sites, such as a physical therapy or occupational therapy clinic.

An exercise internship that does not have a clinical emphasis may be completed at sites such as health promotion programs (regional health districts or government agencies); health and wellness programs in a fitness facility (YMCA), retirement or corporate setting; or athletic performance. A student who chooses an internship at one of these sites is interested in working with apparently healthy individuals, those with stable health conditions, athletes, or working in public health or health promotion. A student who chooses one of these settings may be interested in sitting for the ACSM exam to become certified as an Exercise Physiologist (ACSM EP-C) (<http://certification.acsm.org/acsm-certified-exercise-physiologist>) or for a certification through the Collegiate Strength and Conditioning Coaches Association (CSCCa) <http://www.csc.ca.org/certification> or the National Strength and Conditioning Association (NSCA) <https://www.nasca.com/Certification/>. However, the student should be aware that the NEP curriculum does not focus on sports performance and the student will need to do additional study prior to this type of an internship. Other unique types of non-clinical exercise internships may include working in a research institution which focuses on some aspect of exercise or medical



research. This type of internship is designed for a student who is planning on pursuing a doctorate degree in an area of research.

### Possible Relocation for BS NEP Exercise Internship

Students may be required to relocate to a different city or state in order to complete the NEP 490 internship requirement. NEP students should be aware that there may not be sufficient or appropriate internship sites or preceptors available in Spokane and the surrounding region. If relocation is required, the student is responsible for the costs of relocating and living expenses during the internship unless the internship site provides housing and/or a stipend.

### Requirements for Student Applying for the MS Coordinated Program in Dietetics (CPD)

A student who is wishing to apply for the MS CPD is required to complete 400 hours of an exercise internship as part of the MS CPD accreditation requirements. Per the guidelines in the MS CPD Student Handbook, the exercise emphasis supervised practice hours can be fulfilled in a clinical exercise internship, a non-clinical exercise internship, a community health program that focus is on individual or groups who have a chronic disease where exercise / physical activity is a component of lifestyle modification to improve the client's health. Additionally, other unique exercise internship experiences must be approved on a case by case basis by the Exercise Internship Coordinator, NEP Placement Coordinator and the MS CPD Director. It is highly recommended that a student who will be applying for the MS CPD makes sure that the 400 hours from the exercise internship meets this requirement.

Additionally, all MS CPD students will be required to pass the ACSM CEP or ACSM EP-C certification exam or the departmental exercise exam in order to count the 400 hours from the exercise internship towards the 1200 supervised practice hour's CPD accreditation requirement. Therefore, a student who have been accepted into the MS CPD should plan on completing one of these three requirements at the conclusion of the exercise internship. A student can arrange to take the ACSM exam as soon as all the eligibility requirements have been met:

<http://certification.acsm.org/schedule-your-exam>.

### Attendance

The student is responsible for notifying NEP faculty and/or Internship Preceptors as early as possible in the semester if absence from classes, practicum experiences or internship is anticipated. Provision must be made to the satisfaction of the faculty and/or internship preceptor for coverage of coursework or duties during the student's absence.

Students who are "at risk" academically will need to discuss with their instructor if absence from classes or facilities is in their best interest. Students will be required to make up any internship hours missed in order to meet the total 400-500 hours required. Each student is encouraged to attend one or more professional meetings each year. The student is responsible for the expenses associated with these meetings. Students may apply for travel grants through the Associated Students of Washington State University Spokane office located in the WSU Spokane Student Academic Center (SAC).

#### Injury or Illness While in Class or the Internship Facility

If necessary, the student will be taken at his/her own expense to the Emergency Room for treatment for an injury. If an illness occurs for you while at the NEP program facility or internship site, you will be directed to go to the nearest health clinic at your own expense.

## Outstanding Student Awards

The Outstanding Student Awards in NEP are given by the faculty to recognize the professional potential of students graduating in each of the NEP degree programs. Criteria for the awards are academic and research performance, service to the community, work ethic, conscientiousness, and positive attitude.

## Student Responsibility for Graduation

Together with the NEP Faculty Advisor, the student plans and follows the program of study each semester.

However, the written curriculum requirements described in the bulletin and catalog supplements are binding, and no advisor may waive or alter them. The student has the ultimate responsibility for meeting university, college, and program graduation requirements. Please reference the current **WSU Student Handbook**

<http://handbook.wsu.edu/> for complete guidelines on the following topics:

- Petitions for Graduation Requirements
- Requirements for Undergraduate Degrees
- Grades and Grade Points
- Honors
- Index to Academic Regulations (complete listing of rules indexed by subject)

# Appendix A

## BS NEP ONBOARDING CHECKLIST

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### BS NEP Onboarding Checklist:

Each checklist item will have a unique deadline during the summer prior to your first enrollment. The NEP Placement Coordinator will distribute a check sheet with deadlines in May. All items will be submitted as required by the Placement Coordinator.



- 
- Signed Acknowledgement of Understanding Form
  - Signed WSU NEP Media Consent Form
  - Signed Authorization for Release of Record
- 
- Student Professional Liability Insurance
  - Physical Activity Readiness Questionnaire (PAR-Q+)
- 
- HIPAA Certification (*Valid 5 years*)
- 
- Blood Borne Pathogens (BBP) Training: Initial Training Quiz & Signed Form
- 
- First Aid Certification
- 
- Food Handlers Permit
- 
- CPR (Adult, Infant, & Child) w/AED Certification
- Must be designated for healthcare professionals and include hands-on interactive component, preferably AHA BLS Healthcare Providers Certification*
- 
- Criminal Background Check
  - Washington State Patrol (WATCH) background Check (annually)
- 
- Office of Inspector General (OIG) Background Check (annually)
- 
- Tetanus & Diphtheria (TDAP/TD)
- 
- Measles, Mumps & Rubella (MMR) series (2) \*or\* Titer test
- 
- Hepatitis B Series (3) \*and\* Titer test \*or\* signed Hepatitis B declination waver
  - Varicella Series (2) \*or\* Titer test
  - Annual Flu shot \*or\* signed flu declination waver
-

- 
- Negative 2-step TB test initially, then 1-step TB test annually. If any TB test is positive, refer to handbook.
  - Hepatitis A (Optional – some sites may require)
  - Drug Test (Optional- some sites may require)

### **Documentation Descriptions:**

#### **Acknowledgement of Understanding:**

A signed *Acknowledgement of Understanding* (AoU) which indicates the student has read the BS NEP Student Handbook and will abide by the policies and procedures of the university, campus, and program.

#### **Media Consent Form**

The media consent form allows NEP to use pictures and/or videos or other multimedia of students in class, at internship sites, and/or engaging in any NEP-related activity.

#### **Authorization for Release of Record**

The release of record allows NEP faculty and staff to share personal information necessary for students to onboard to internship sites.

#### **Professional Liability Insurance:**

To purchase the professional liability insurance, students can visit the WSU Spokane Student Affairs Office Cashier in the Spokane Academic Center (SAC130) and pay with cash, check, or credit card. This requires an additional fee on top of other tuition and fees. This fee is the responsibility of the student in addition to application and tuition fees. Students will be required to renew liability insurance annually. More details about Professional Liability insurance is described above under “Insurance Requirements.”

#### **PAR-Q+**

The PAR-Q is the Physical Activity Readiness Questionnaire. You will be asked to provide information about your ability to participate in physical activity as a part of course requirements. If you require disability accommodations, information will be provided to you to request such accommodations.

#### **HIPAA Training**

The Health Insurance Portability and Accountability Act (**HIPAA**) training is required of all NEP students. Only HIPAA training completed under the auspices of the WSU Office of Grants and Research Development through the Collaborative IRB Training Initiative (CITI) will be accepted to satisfy this requirement. More information is available at <http://www.irb.wsu.edu/CITI.asp>. Students should complete the Basic/Refresher Required Modules training which can be done online at the previous site and takes 3-4 hours to complete.

### **Blood Borne Pathogens Training (BBP)**

This training is designed to ensure students can properly handle bodily fluids and other tools in order to prevent the spread of disease. Blood Borne Pathogens training is completed online through WSU Health & Wellness Services at: <http://ehs.wsu.edu/labsafety/bbptraining.html>. Once students complete the training, they take the Initial training quiz at the end and submit results to the NEP Placement Coordinator. Students must also sign the BBP form located in the back of this Handbook.

### **First Aid**

Basic first aid training is required from all incoming NEP students. Certification must be kept active throughout enrollment in the NEP program. Referrals for training programs will be provided by the Placement Coordinator.

### **Food Handler's Permit**

All students are required to have a current Washington State Food Worker Card. For more information about the Washington State Food Worker Permit, students should search WA State website: <http://www.foodworkercard.wa.gov/>.

### **CPR with AED**

Students need to make sure to get the CPR & AED certification **specifically for health care providers**. Training options will be provided by the Placement Coordinator.

### **National Criminal Background Check**

All students are required to submit a nationwide criminal background check **prior to orientation**. Only national background checks obtained through the agency "castlebranch.com" will be accepted. To obtain this background check, students should visit the website <https://www.castlebranch.com> then click on "Place Order" and enter the package code **WA04BG** for student access. Because this is a nation-wide background check, it will require a fee in addition to the application and tuition fees.

It is critical to understand that the MS CPD NEP program does not deny admission based upon an applicant's criminal record. However, if a student has a criminal conviction he/she may not be accepted into the assigned clinical or community rotation site. The failure to be accepted into the assigned clinical or community rotation means that a student may not be able to complete his/her degree and graduate, irrespective of whether WSU has granted admission to the program. This is due to the fact that experiential portions of the curriculum (practical experiences and rotations) are required for completion of the degree and take place in private institutions that typically restrict individuals with criminal convictions from interacting with patients/clients. The MS CPD NEP program will not be able to establish another clinical or community rotation site in the event that the originally assigned site does not accept the student because of results of the criminal background check.

### **Washington State Patrol Background Check (WATCH)**

Students are required to complete an annual Washington State Patrol Background Check (WATCH) in addition to the criminal Background Check. Students can complete the WATCH at <https://fortress.wa.gov/wsp/watch/>. The fee is \$17.00.

## Office of Inspector General (OIG) Background Check

The Office in Inspector General Background check can be completed at <https://exclusions.oig.hhs.gov/>. A screenshot of the results should be provided to the Placement Coordinator.

## Immunization/Health Records

Each student must provide evidence to the NEP Placement Coordinator of completed immunizations listed here:

Diphtheria & Tetanus (TD/TDAP) within the last ten years

Measles, Mumps & Rubella (MMR) series (2) or titer

Varicella (chicken pox) series (2) or titer

Flu Vaccine (annually), or signed declination waver

Hepatitis B series (3) and titer, or signed declination waver

Negative 2-step TB skin test initially, and 1-step TB skin test annually

The immunization or test must be renewed if it expires during the year, and that documentation should be provided to the NEP Placement Coordinator on or before the expiration date of the immunization or tuberculosis test. These requirements must be maintained and current during the entire time while enrolled in the MS-CPD Program.

## Notes:

Diphtheria & Tetanus (TD/TDAP): Documentation of TD or TDAP vaccination within the last 10 years must be submitted to NEP Placement Coordinator prior to Orientation.

MMR (Measles, Mumps & Rubella): Must provide the 2 step series of MMR or titer test proving immunity prior to orientation.

Varicella (chickenpox): A student must get a Varicella immunity titer. If the Student has never had chicken pox or the titer comes out negative, then the student must be immunized for chickenpox instead. Provide record to NEP placement coordinator prior to orientation.

Flu: Documentation of annual flu shot is required by NEP throughout the student's time in the program. The Student can choose to sign the declination waver instead of being immunized for Flu. **However**, declining vaccination will exclude students from certain internship site experiences and may inhibit students from completing their degree.

Hepatitis B: Students must have at least initiated the Hepatitis B series with the first immunization or submitted titer test proving immunity prior to orientation, and can then provide evidence of the following two Hepatitis B required immunizations at a later date. The Student can choose to sign the declination waver instead of being immunized for Hep B. **However**, declining vaccination will exclude students from certain internship experiences and may inhibit students from completing their degree.

Tuberculosis (TB): Most sites require a 2-step TB test initially, then annual TB test. (If it has been more than 12 months between annual TB tests, then students will need to repeat the 2-step TB again). Documentation of a negative 2-step TB skin test is required by NEP prior to orientation. Students then must provide evidence of **yearly** purified protein derivative (PPD) tuberculosis testing (negative 1-step) throughout their time in the NEP program. If students are PPD-positive or have had Bacilli Calmetti Guerin (BCG), contact the NEP Placement Coordinator for further instruction.

### **Drug Testing**

Many internship sites require drug testing, however, such a test is optional for NEP enrollment. The expense of such a test will be the responsibility of the student. Arrangements have been made with PAML in Spokane for \$20 drug screen test. Obtain PAML Employee Drug Screen Authorization Form from the Placement Coordinator.

It is critical to understand that if a student has a positive drug test, he/she may not be accepted into the assigned clinical or community rotation site. The failure to be accepted into the assigned clinical or community rotation means that a student may not be able to complete his/her degree and graduate , irrespective of whether WSU has granted admission to the program. This is due to the fact that experiential portions of the curriculum (practical experiences and rotations) are required for completion of the degree and take place in private institutions that may restrict individuals with positive drug tests from interacting with patients/clients. The MS CPD NEP program will not be able to establish another clinical or community rotation site in the event that the originally assigned site does not accept the student because of results of the drug test.

**Students who have not completed the required documentation will not be allowed to participate in experiential learning activities. This will likely result in a significant grade reduction (please see course syllabi) and possible graduation restriction.**

# APPENDIX B

## ADVISING CHECKLIST FORMS

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Program in

# Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY  
SPOKANE

Bachelor of Science Degree in the Program of Nutrition & Exercise Physiology

**Washington State University**

**Student Handbook**

### **ACKNOWLEDGEMENT OF UNDERSTANDING**

I, \_\_\_\_\_ have read the current NEP Undergraduate Student Handbook and the current WSU Student Handbook in their entirety, including the links provided therein. I fully understand the content of these documents, and agree to abide by the policies and procedures as outlined in the documents and the university website. I agree to assume the student responsibilities provided in these documents.

**Signature of Student:** \_\_\_\_\_

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





Program in

# Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY  
SPOKANE

## MEDIA CONSENT FORM

Date:

I, (please print), \_\_\_\_\_, understand that my likeness may be captured on any and all forms of media including but not limited to photography, video, audio etc. recorded by a staff, faculty or student of Washington State University and by its partners during my course work in the [BS] program.

I consent to the media being used for informational/marketing publications, which may also include distribution over public, commercial, cable television, and/or the website. I release Washington State University, faculty, staff, and students from any responsibility associated with this action whatsoever.

Participant's Signature: \_\_\_\_\_

Email: \_\_\_\_\_



Program in

# Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY  
SPOKANE

## STUDENT AUTHORIZATION FOR RELEASE OF RECORD

Student Name:

\_\_\_\_\_

(Please Print)      (First)                      (Middle)                      (Last)

WSU ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I authorize the Nutrition and Exercise Physiology Program to release information from my education record as requested by clinical agencies in order to attempt to secure placement for clinical/practicum experiences.

I understand clinical agencies can require that I provide additional information beyond what is contained in my WSU education record.

I acknowledge there is no guarantee that I will receive a clinical placement. I understand I will not be placed at a clinical agency if I cannot meet the agency's requirements.

This authorization is valid for a period of five (5) years from the date of my signature. I understand I may revoke this authorization at any time by providing written notice to the Nutrition and Exercise Physiology Placement Coordinator.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

*WSU Spokane**Blood Borne Pathogens Control Plan***Completed Blood Borne Pathogens Training****Washington State University Spokane****Nutrition and Exercise Physiology****DUE:** After the completion of the BBP video and successfully passing the BBP quiz

I have completed all of the required elements for Blood Borne Pathogens Training:

\_\_\_\_\_ Watched the Blood Borne Pathogens refresher video in class

\_\_\_\_\_ Completed and passed (with at least 90%) the Blood Borne Pathogen Refresher Quiz

\_\_\_\_\_ Read Blood Borne Pathogen online trainings <https://ehs.wsu.edu/labsafety/bbptraining.html>

I agree to follow appropriate procedures for infection control as outlined in the Blood Borne Pathogens Control Plan, BBP training video, and the provided skill sheets. I understand that the cost of treatment, if I become exposed to an infectious agent, is **my responsibility and is not the responsibility of the University.**

NAME (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**IMPORTANT**

You are required to keep a copy of this document each year. A copy of this may be required by experiential learning sites and rotation or internship site.

Students who have not successfully completed these activities by the end of orientation will not be allowed to participate in any experiential learning activities or begin their internship until all activities have been completed and documented by the NEP Placement Coordinator or appropriate faculty member.

**STUDENT MEDICAL PROFESSIONAL LIABILITY INSURANCE**

**COST: \$15.50 PER YEAR**

Student Name: \_\_\_\_\_ WSU ID #: \_\_\_\_\_

Academic Department: **NURS:** BSN  RN-BSN  MN/DNP  PhD   
**NEP:** UGrd  CPD  **PHARM**  **SHS**

Location: **Spokane**  **TC**  **WW**  **VC**  **Yak**

Student Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Request insurance to begin on:** \_\_\_\_\_

(This policy is renewed annually and once paid, coverage for all related internships are covered for 365 days from this date)

This Student Medical Professional Liability Policy provides liability coverage of \$1,000,000 per occurrence with a \$3,000,000 annual aggregate limits and Commercial General Liability coverage with limits of \$1,000,000 per occurrence with a \$3,000,000 limits.

**NURSING Students:** Professional Liability Insurance is required for each student. Submit this form with payment of \$15.50.

**NEP, SHS, & Pharm Students:** Submit this form if requested by your department with payment of \$15.50.

When authenticated with the cashier's paid stamp and returned to your academic department, this document serves as proof of insurance. **You may process this form in person in the Student Affairs Office (SAC 130) or mail it with payment to:**

Washington State University Spokane  
Office of Student Affairs  
PO Box 1495  
Spokane, WA 99210-1495

**Check made payable to WSU**  **MasterCard**  **Visa**

Cardholder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Card # \_\_\_\_\_ Security Code \_\_\_\_\_ Exp. Date \_\_\_\_\_

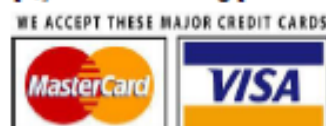
Authorization Signature: \_\_\_\_\_

**Cashier's Paid Stamp**

**Trans Code: SSSPLI**

PLEASE INCLUDE ALL INFORMATION. Omissions may result in your payment not being processed.

Form Version April 2015, authorized for use through Fall Semester 2015



## WELCOME TO THE PAR-Q+ AND EPARMED-X+ ONLINE!

We are pleased to welcome you to our website dedicated to the new Physical Activity Readiness Questionnaire for Everyone (PAR-Q+) and electronic Physical Activity Readiness Medical Examination (ePARmed-X+). On behalf of the PAR-Q+ Collaboration we look forward to providing unparalleled access to leading international organizations and related resources for reducing the barriers to physical activity/exercise participation, and promoting the health benefits of physical activity/exercise.

Please feel free to use the following links to access directly the online PAR-Q+ and ePARmed-X+ programs.

The Physical Activity Readiness Questionnaire for Everyone (PAR-Q+)

The health benefits of physical activity are clear; more people should engage in physical activity every day of the week. Participating in physical activity is very safe for MOST people. However, some should check with their doctor, another health care practitioner who is licensed to diagnose, or a qualified exercise professional before they start becoming much more physically active. This questionnaire will tell you whether it is necessary for you to seek further advice before becoming more physically active or engaging in a fitness appraisal.

If you are less than the legal age required for consent or require the assent of a care provider, your parent, guardian or care provider may complete this form on your behalf. Common sense is your best guide when you answer these questions. Please read the questions carefully and answer each one honestly.

Please note you should delay becoming much more active if you have a temporary illness (such as a cold or fever). It is best to wait until you feel better. You may also download the print versions of the PAR-Q+ at [www.eparmedx.com](http://www.eparmedx.com).

**[Take the PAR-Q+ Survey NOW](#)**

APPENDIX C

OPTIONAL IMMUNIZATION DECLINATION FORMS

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Program in

# Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY  
SPOKANE

## HEPATITIS B VACCINE DECLINATION

I understand that due to my exposure to potentially infectious materials through my Nutrition and Exercise Physiology (NEP) courses, internship, rotations, or other experiential learning activities I may be at risk of acquiring Hepatitis B (HBV) infection.

I understand that by declining to obtain this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials, and get vaccinated with the Hepatitis B vaccine, I will present notification to the NEP Placement Coordinator.

I understand that by declining to obtain this vaccine I may not be able to complete an internship if the site requires the vaccination

NAME (please print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



Program in

# Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY  
SPOKANE

## INFLUENZA VACCINE DECLINATION

### Did You Know?

- CDC and the Advisory Committee on Immunization Practices (ACIP) recommend that all health care workers get an annual flu vaccine.
- Fewer than half of health care workers report getting an annual flu vaccine.
- As a health care worker, by getting vaccinated, you can help protect your family at home and your patients at work from getting sick.
- Influenza outbreaks in hospitals and long-term care facilities have been attributed to low vaccination rates among health care professionals.
- Studies have shown that higher vaccination rates among health care workers can reduce influenza-like illness, and even deaths, in settings like nursing homes.
- Health care workers play an important role in protecting public health, and your coworkers need you to be healthy and able to cover your shift.
- Getting a yearly flu vaccine can help ensure your time off is spent doing what you want to do, not staying at home sick.

I have read and understand the above facts but elect to decline the Influenza Vaccine.

NAME (please print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



## APPENDIX D

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### NEP FACULTY CONTACT INFORMATION

Name/Title	Email Address	Phone Number	Office
<b>NEP FACULTY MEMBERS</b>			
<b>Glen Duncan</b> <i>Professor and Chair, Nutrition &amp; Exercise Physiology</i>	<a href="mailto:glen.duncan@wsu.edu">glen.duncan@wsu.edu</a>	(509)-358-7875	HERB 318C
<b>Janet Beary</b> <i>CPD Director, Clinical Associate Professor</i>	<a href="mailto:beary@wsu.edu">beary@wsu.edu</a>	(509) 358-7562	HERB 320B
<b>April Davis</b> <i>Clinical Assistant Professor</i>	<a href="mailto:adavis@wsu.edu">adavis@wsu.edu</a>	(509) 358-7919	HERB 320A
<b>Ofer Amram</b> <i>Assistant Professor</i>	<a href="mailto:ofer.amram@wsu.edu">ofer.amram@wsu.edu</a>	(509) 368-6863	HERB 460
<b>Susan Kynast-Gales</b> <i>Clinical Associate Professor</i>	<a href="mailto:kynasts@wsu.edu">kynasts@wsu.edu</a>	(509) 368-6735	HERB 304
<b>Julie Larson</b> <i>Instructor</i>	<a href="mailto:Larsen2@wsu.edu">Larsen2@wsu.edu</a>	(509) 368-6958	HERB 344
<b>Pablo Monsivais</b> <i>Associate Professor</i>	<a href="mailto:p.monsivais@wsu.edu">p.monsivais@wsu.edu</a>	(509) 358-7685	HERB 436
<b>Lindsey Miller</b> <i>Clinical Assistant Professor</i>	<a href="mailto:lindsey.e.miller@wsu.edu">lindsey.e.miller@wsu.edu</a>	(509) 358-7766	HERB 314A
<b>Shaekira Niehuser</b> <i>Clinical Assistant Professor</i>	<a href="mailto:shaekira.niehuser@wsu.edu">shaekira.niehuser@wsu.edu</a>	(509) 358-7622	HERB 314C
<b>Martine (Petey) Perrigue</b> <i>Assistant Professor</i>	<a href="mailto:martine.perrigue@wsu.edu">martine.perrigue@wsu.edu</a>	(509) 368-6911	HERB 306
<b>Hans Haverkamp</b> <i>Associate Professor</i>	<a href="mailto:hans.haverkamp@wsu.edu">hans.haverkamp@wsu.edu</a>	(509) 368-6912	HERB 314B

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<b>Shannon Dunn</b> <i>Instructor</i>	<a href="mailto:shannon.dunn@wsu.edu">shannon.dunn@wsu.edu</a>	(509) 368-6710	HERB 340
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<b>Name/Title</b>	<b>Email Address</b>	<b>Phone Number</b>	<b>Office</b>
<b>STAFF</b>			
<b>Jill Wagner</b> <i>Academic Coordinator</i>	<a href="mailto:jill.wagner@wsu.edu">jill.wagner@wsu.edu</a>	(509) 358-7811	HERB 318B
<b>Carrie Bolinger</b> <i>Placement Coordinator</i>	<a href="mailto:carrie.bolinger@wsu.edu">carrie.bolinger@wsu.edu</a>	(509) 358-7626	HERB 318A
<b>Nick Dunn</b> <i>Laboratory Coordinator</i>	<a href="mailto:nicholas.dunn@wsu.edu">nicholas.dunn@wsu.edu</a>	(509) 358-7674	HERB 308
<b>Jennifer Puttuck</b> <i>Administrative Assistant</i>	<a href="mailto:jennifer.puttuck@wsu.edu">jennifer.puttuck@wsu.edu</a>	(509) 368-6895	HERB 308

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