



**Department of Nutrition Sciences – College of Health Sciences
Foreign Dietitian Education Program (FDE) – ACEND
Accredited**

**Nutrition & Dietetics Undergraduate Program
Student’s Handbook – Policies & Procedures**

Academic Year 2024-2025

Department of Nutrition Sciences

Head of Department's Message

Dear Students,

Welcome to the Department of Nutrition Sciences (DNS) at the College of Health Sciences, member of the health sector at Qatar University.

At the DNS, we prepare you to become professionals in Nutrition and Dietetics to support the health and wellness in Qatar and the region, and to contribute to Qatar University's vision to be a catalyst for sustainable health and socio-economic development. In line with Qatar University values, we at the DNS, are committed to and advocate for, excellence in teaching and research, integrity, academic freedom, diversity, innovation and social responsibility.

Our diverse and dedicated faculty teach and conduct research that address relevant local and regional challenges in Nutrition and Food Science, broadens knowledge, and actively contributes to addressing the needs and aspirations of society. Indeed, our department is dedicated to addressing the core needs of the country of Qatar in line with Qatar National Vision 2030 (QNV 2030) and sustainable development goals.

DNS offers a **Bachelor of Science (BSc) in Nutrition & Dietetics**, a **Master of Science (MSc) in Nutrition**, and a **Minor in Food Safety**. We are happy to share that our BSc program in Nutrition & Dietetics is accredited by the Accreditation Council for Education of Nutrition and Dietetics (ACEND), reflecting our commitment to providing quality education to our students.

I welcome you again and wish you the best in your academic journey at the DNS. As we continue to work toward our goal of excellence in teaching, research, and outreach, I invite you to explore all opportunities herein. Your instructors and I remain available to help and assist you at every step of the way!

Sincerely,

Dr. Maya Bassil, MSc, PhD.

Head of Department of Nutrition Sciences
Director, Foreign Dietitian Education Program (FDE)
College of Health Sciences
Qatar University

NUTRITION & DIETETICS UNDERGRADUATE PROGRAM

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NUTRITION & DIETETICS UNDERGRADUATE PROGRAM (BSc.)

Mission Statements

Qatar University Mission

Qatar University is the national institution of higher education in Qatar. It provides high quality undergraduate and graduate programs that prepare competent graduates, destined to shape the future of Qatar. The university community has diverse and committed faculty who teach and conduct research, which addresses relevant local and regional challenges, advances knowledge, and contributes actively to addressing the needs and aspirations of society.

College of Health Sciences Mission

In alignment with the Qatar Vision 2030, the mission of the College of Health Sciences is to prepare competent graduates who will contribute to the delivery of optimal healthcare, to promote research and scholarly activity and to prepare for careers in health care and higher education.

Nutrition & Dietetics Undergraduate Program Mission

The mission of the Department of Nutrition Sciences (DNS) in Qatar University is to prepare competent graduates as entry-level dietitians and nutritionists with a strong foundation in the applied science of nutrition, research methodologies, food service management, evidence-based practice, and professional leadership. It supplies students with the skills and knowledge required to practice nutrition intervention for the community. In addition, the program provided by DNS combines both theoretical coursework and nutrition application preparing DNS students to confidently address today's complex nutrition and health issues, and become leaders in the field promoting healthy food practices across the community.

Nutrition & Dietetics Undergraduate Program (BSc.)

Program Summary

The Department of Nutrition Sciences (DNS) at Qatar University provides the students with course work and supervised practice program to prepare students for entry-level practice in dietetics, nutrition and food industry professions. The knowledge and professional skills that the students acquire in the nutritional sciences and food science give the students an understanding of community nutrition, medical nutrition therapy, and foodservice operation and management.

Upon graduation with a B.Sc. in Nutrition & Dietetics, the graduate is qualified for employment in nutrition, dietetics, food industry and other related areas, as well as, to pursue graduate studies.

The BSc in Nutrition & Dietetics is an accredited program by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND). It is a Foreign Dietitian Education (FDE) program that provides nutrition and dietetics coursework and supervised practice experiences to meet ACEND's core knowledge and competency requirements to become a nutrition and dietetics practitioner.

This is a four-and-a-half-year degree program leading to a BSc in Nutrition and Dietetics. The Foreign Dietitian Education Program (FDE) **professional program** of the degree is three-and-a-half years (to be completed after the common-year courses) and is accredited by ACEND. The program includes a minimum of 1100 hours of supervised practice across affiliated medical facilities, community nutrition settings, and governmental institutions. The curriculum aligns with the knowledge, skills, and core competencies defined by ACEND for graduating entry-level dietitians.

Qatar University is one of the first university in the gulf region and the Middle East that granted the full academic accreditation of the Nutrition and Dietetics program for the full duration of 7 years starting from August 2017. The next accreditation cycle will be in 2025.

Accreditation Status

The undergraduate program in Department of Nutrition Sciences at Qatar University is U.S. accredited, under the Foreign Dietitian Education (FDE) program standards by Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995, (800) 877-1600 ext. 5400, <http://www.eatright.org/ACEND>

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) is the Academy of Nutrition and Dietetics (AND) accrediting agency for education programs preparing students for careers as Registered Dietitians (RD) and/or Registered Dietitians Nutritionists (RDN).

The RD/RDN credential is a legally protected title that can only be used by practitioners who are authorized by the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics (AND).

DNS has been granted a status of foreign dietitian education program in dietetics candidacy for accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) in July 2014.

Educational objectives (ACEND goals)

1. Program graduates will be prepared for careers as dietitians and nutrition professionals who will enhance the nutritional well-being and health of individuals and population of Qatar.
2. Program graduates will develop expertise in pediatric clinical nutrition to address the nutrition care needs of children / adolescents with malnutrition, obesity, diabetes, and inherited errors of metabolism (predominantly homocystinuria).

Operational objectives (ACEND objectives)

The DNS program in Qatar University has two goals.

Program Goal I

Program graduates will be prepared for careers as dietitians and nutrition professionals who will enhance the nutritional well-being and health of individuals and population of Qatar.

Objective 1.1. At least 80% of students complete program requirements within 5.25 years (150% of planned program length).

Objective 1.2. Of graduates who seek employment, at least 75% percent are employed in nutrition and dietetics or related fields within 12 months of graduation.

Objective 1.3

a. At least 80% percent of program graduates take the country's dietitian credentialing exam within 12 months of program completion (when applicable).

b. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the country's dietitian credentialing exam is at least 80% (when applicable).

Objective 1.4. Within one year of graduation, at least 85% of DNS graduates seeking higher qualifications will be enrolled in an advanced education/certification program

Objective 1.5. 90% of employed DNS graduates will rate themselves as "satisfactory prepared" or higher for their first position.

Objective 1.6. During the first year of employment, at least 90% of DNS graduates will be rated by employers as satisfactory or higher in knowledge and professional skills.

Program Goal II

Program graduates will develop expertise in pediatric clinical nutrition to address the nutrition care needs of children / adolescents with malnutrition, obesity, diabetes, and inherited errors of metabolism (predominantly homocystinuria).

Objective 2.1. 90% of DNS graduates addressing cases of pediatric nutrition will rate themselves as "satisfactory prepared" or higher for their first position.

Objective 2.2. At least 80% of DNS graduates employed in clinical pediatrics will be rated by employers as above average (or higher) in clinical pediatric knowledge and professional skills during the first year of employment or professional practices.

Inclusion, Diversity, Equity and Accessibility (IDEA) Statement

Knowing that Qatar is the epitome of cultural diversity in the Middle East region, Qatar University seeks to build bridges between diverse cultures and promote civil and humanitarian dialogue through its various cultural-creative forms.

In support of this conviction, the Department of Nutrition Sciences at QU embraces diversity, equity and inclusion in which we ensure that students, faculty and staff are highly respected, entirely represented, and can effectively participate in decisions, regardless of culture, nationality, race, ethnicity, religion, age, gender, experience, socioeconomic status, education, and functional capability. Indeed, we pledge providing all members of DNS community the equality of voice, choice, and control.

We, in DNS, believe that diverse, equitable and inclusive workplace is an indispensable cornerstone to innovation, creativity and success. DNS at QU includes staff and faculty members from more than ten different nationalities and cultures. Such diversity relates to our genuine belief in the importance of ensuring a diverse workplace that acknowledges the individual strengths of each member and the potential they bring to ultimately prosperity.

Such cultural diversity is also reflected among DNS students who are of different national origins. We believe that cultural diversity between students can bolster the communication and counseling skills of students at the professional level for it triggers students to explore new cultures and ultimately deliver a complete and evidence-based nutrition intervention adjusted to a particular culture and patient requirements and lifestyle.

Furthermore, DNS pursue nutrition awareness among all populations, equally, by offering different educational activities targeting various populations of different cultures, languages, religion, ages, education, socioeconomic status, health conditions and special abilities. We ensure spreading nutrition awareness to all the entire community by offering workshops, webinars, and nutrition campaigns on sites and through social media in both languages, Arabic and English on a monthly basis.

Ultimately, we are devoted to ensure a secure nondiscriminatory environment to all DNS community and deliver an equal employment opportunity, student support, experience and progress in workplace, courses, and internship.

Additional information can be found on the following link:

https://www.qu.edu.qa/sites/en_US/about/diversity/our-Commitment

https://www.qu.edu.qa/sites/en_US/students/services/complaints

https://www.qu.edu.qa/sites/en_US/artssciences/deans-office/assistant-dean-students/special-needs

Program Learning Outcomes (PLO)

The Program Learning Objectives (PLO) specify the knowledge and competencies that each student will display during the Nutrition & Dietetics Program. The foundation knowledge and core competencies for the dietitian specify what every dietitian needs to know and do as an entry-level practitioner. The competencies outlined in the program learning outcomes are introduced and developed in the didactic courses and mastered in the supervised practice program and professional development courses.

Upon completion of the Nutrition & Dietetics undergraduate program, all graduates will be able to:

PLO 1. (Domain 1) Evaluate scientific information and apply evidence-based practice, including the integration of scientific information and translation of research into practice.

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence- based decisions
- KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols
- KRDN 1.3 Apply critical thinking skills

- CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.
- CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
- CRDN1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies
- CRDN 1.5 Incorporate critical-thinking skills in overall practice.

PLO 2. (Domain 2) Demonstrate the expected professional beliefs, values, attitudes, and behaviors for the practice of nutrition and dietetics.

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the scope of practice for RDN and the code of ethics for the profession of Nutrition and Dietetics
- KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice
- KRDN 2.4 Discuss the impact of a health care policy and different health care delivery systems on food and nutrition services
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of the others with whom the registered dietitian nutritionist
- KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion
- KRDN 2.7 Describe contributing factors to health inequity in Nutrition and Dietetics including structural bias, social inequities, health disparities and discrimination
- KRDN 2.8 Participate in a nutrition and dietetic professional organization and explain the significant role of the organization
- KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession

- CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3 Demonstrate active participation, teamwork and contributions in-group settings.
- CRDN 2.4 Function as a member of interprofessional teams.
- CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.

Abbreviations:

KRDN = Knowledge for Registered Dietitian Nutritionist

CRDN = Competencies for Registered Dietitian Nutritionist

- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply change management strategies to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.
- CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.
- CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

PLO3. (Domain 3) Perform clinical and client services, comprising the development and delivery of information, products and services to individuals, groups, and populations.

- KRDN 3.1 Use the Nutrition care process and clinical workflow elements to assess nutritional parameters, diagnose nutrition-related problems and determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions
- KRDN 3.2 Develop an educational session or program/educational strategy for a target population
- KRDN 3.3 Demonstrate counselling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups
- KRDN 3.4 Practice routine health screening assessment including measuring blood pressure and conducting waived point of care laboratory testing such as blood glucose or cholesterol
- KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease
- KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.
- CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2 Conduct nutrition focused physical exams.
- CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B₁₂ or iron supplementation).
- CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.
- CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
- CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.

Abbreviations:

KRDN = Knowledge for Registered Dietitian Nutritionist
 CRDN = Competencies for Registered Dietitian Nutritionist

- CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
- CRDN 3.8 Design, implement and evaluate presentations to a target audience.
- CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
- CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

PLO 4. (Domain 4) Demonstrate clinical practice management skills and the use of resources, including the strategic application of principles of management and systems in the provision of services to individuals and organizations.

- KRDN 4.1 Apply management theories to the development of programs or services
- KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data
- KRDN 4.3 Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained
- KRDN 4.4 Apply the principles of human resource management to different situations
- KRDN 4.5 Apply safety and sanitation principles related to food, personnel and customers
- KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services
- KRDN 4.7 Evaluate data to be used in decision making for continuous quality improvement
- CRDN 4.1 Participate in management functions of human resources (such as training and scheduling).
- CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
- CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).

Abbreviations:

KRDN = Knowledge for Registered Dietitian Nutritionist

CRDN = Competencies for Registered Dietitian Nutritionist

- CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.
- CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
- CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
- CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
- CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
- CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

PLO 5. (Domain 5) Apply leadership and career management, encompassing the strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

- KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement
- KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals
- KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for support, presenting an elevator pitch)
- KRDN 5.4 Practice resolving differences or dealing with conflict
- KRDN 5.5 Promote team involvement and recognize the skills of each member
- KRDN 5.6 Demonstrate an understanding of the importance and exceptions of a professional in mentoring and precepting others
- CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
- CRDN 5.5 Demonstrate the ability to resolve conflict.

Abbreviations:

KRDN = Knowledge for Registered Dietitian Nutritionist

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CRDN 5.6 Promote team involvement and recognize the skills of each member.

CRDN 5.7 Mentor others.

CRDN 5.8 Identify and articulate the value of precepting.

Data from the continuous measurement of student learning outcomes is available from the DNS Program Director upon request.

Curriculum Structure

Overall Program Curriculum Structure Students will be required to take one course each in statistics (STAT 101), Psychology, Sociology and Creative arts.

Major & College Requirements Package (29 CH)					
Course #	Description	T	P	CH	Pre-requisite
CHEM 101	General Chemistry	3	0	3	
CHEM 103	Exp. General Chemistry	0	3	1	
HSF 1	HSF 1	3		3	
PUBH 151	Biostatistics			3	
MEDI 102	Medical Education			3	
CHEM 209	Organic Chemistry	2	3	3	CHEM 101 & CHEM 103
HSF 2	HSF 2	3	0	3	HSF 1
BIOM 217	Human Genetics	2	3	3	HSF 1
BIOL 241	Microbiology	2	3	3	HSF 1
CHEM 351	Basic Biochemistry	3	0	3	CHEM 209
CHEM 352	Exp. Basic Biochemistry	0	3	1	CHEM 209
Total Credit Hours				29	

Concentration Requirements Nutrition & Dietetics (58 CH)					
Course #	Description	T	P	CH	Pre-requisite
NUTR 223	Introduction to Dietetic Profession	2	0	2	CHEM 209
NUTR 231	Human Nutrition	3	0	3	CHEM 351
NUTR 338	Nutrition through Lifespan	2	3	3	NUTR 231
NUTR 340	Assessment of Nutritional Status	2	2	3	NUTR 231
NUTR 352	Nutritional Metabolism	3	0	3	CHEM 351 & CHEM 352
NUTR 353	Nutrition Education and Communication	2	3	3	NUTR 338
NUTR 439	Meal Planning & Evaluation	2	2	2	NUTR 231
NUTR 450	Medical Nutrition Therapy I	3	3	4	NUTR 340 & NUTR 439
NUTR 457	Public Health Nutrition	3	0	3	NUTR 340
NUTR 492	Research Methodology in Human Nutrition	2	2	2	NUTR 340
NUTR 451	Medical Nutrition Therapy II	3	3	4	NUTR 450

Abbreviations:

KRDN = Knowledge for Registered Dietitian Nutritionist

CRDN = Competencies for Registered Dietitian Nutritionist

NUTR 470	Clinical Pediatric Nutrition	2	3	3	NUTR 450 & NUTR 454
NUTR 490	Capstone Course	0	0	3	NUTR 492 & NUTR 450
NUTR 494	Supervised Practice in Dietetics I			7	NUTR 490
NUTR 496	Professional Development I	3	0	3	NUTR 490
NUTR 495	Supervised Practice in Dietetics II			7	NUTR 494
NUTR 497	Professional Development II	3	0	3	NUTR 494 & NUTR 496
Total Credit Hours				58	

Concentration Requirements					
Food Science & Technology (12 CH)					
Course #	Description	T	P	CH	Pre-requisite
NUTR 319	Quantity Food Production and Equipment	2	3	3	CHEM 321
NUTR 321	Food Chemistry	2	3	3	CHEM 351
NUTR 441	Food Safety and Quality	2	3	3	NUTR 321
NUTR 460	Food Service Operations	3	2	3	NUTR 319
Total Credit Hours				12	

Program Study Plan

First Year: Fall						First Year: Spring					
Code	Course	T*	P*	C.H	Pre-Req	Code	Course	T	P	C.H	Pre-Req
CHEM101	General Chemistry	3		3		CHEM 209	Organic Chemistry	2	3	3	CHEM 101 & CHEM 103
CHEM103	Exp. General Chemistry		3	1		NUTR 231	Human Nutrition	3		3	CHEM 101
MEDI 101	Human structures and Function 1	3		3		MEDI 103	Human structures and Function II	3		3	MEDI 101
PUBH 151	Biostatistics for Health Sciences			3		SOC 120 OR PSYC 206	Core Curriculum Course			3	
MEDI 102	Health Professions Education			3		English 203	Core Curriculum Course			3	
English 202	Core Curriculum Course			3			Core Curriculum Course			3	
TOTAL		16				TOTAL		18			
Second Year: Fall						Second Year: Spring					
BIOL 241	Microbiology	2	3	3		NUTR 340	Assessment of Nutritional Status	2	2	3	NUTR 231
BIOM 201	Medical Biochemistry	3	1	4		NUTR 338	Nutrition through Lifespan	2	3	3	NUTR 231
NUTR 223	Introduction To Dietetic Profession	2		2	-	NUTR352	Nutritional Metabolism	3		3	BIOM 201
NUTR 321	Food Chemistry	2	3	3	CHEM 101	BIOM 217	Human Genetics	2	3	3	MEDI 103
BIOL 101 OR BIOL 110	Core Curriculum course			3	CHEM 209	MAGT 101	Core curriculum course			3	
	Core Curriculum course			3			Core Curriculum course			3	
TOTAL		18				TOTAL		18			

*T: Theoretical courses

P: Practical courses

Third Year: Fall						Third year: Spring					
Code	Course	T	P	C.H	Pre-Req	Code	Course	T	P	C.H	Pre-Req
NUTR 439	Meal Planning & Evaluation	2	2	2	NUTR 231	NUTR 353	Nutrition Education and Communication	2	3	3	NUTR 338
NUTR 457	Public Health Nutrition	3		3	NUTR 340	NUTR 441	Food Safety and Quality	2	3	3	NUTR 321
NUTR 319	Quantity Food Production and Equipment	2	3	3	NUTR 321	NUTR 450	Medical Nutrition Therapy I	3	3	4	NUTR 340 & NUTR 439
	Core Curriculum Course			3		NUTR 492	Research Methodology in Human Nutrition	2	2	2	NUTR 340
	Core Curriculum course			3			Core Curriculum course			3	
TOTAL		14				TOTAL		15			
Fourth Year: Fall						Fourth Year: Spring					
Code	Course	T	P	C.H	Pre-Req	Code	Course	T	P	C.H	Pre-Req
NUTR 460	Food Service Operations	3	2	3	NUTR 319	NUTR 494	Supervised Practice in Dietetics I			7	NUTR 490
NUTR 451	Medical Nutrition Therapy 2	3	3	4	NUTR 450	NUTR 496	Professional Development 1	3		3	NUTR 490
NUTR 490	Capstone Course			3	NUTR 492 and NUTR 450						
NUTR 470	Clinical Pediatric Nutrition	2	3	3	NUTR 450 & 454						
TOTAL		13									
Final Year: Fall											
Code	Course	T	P	C.H	Pre-Req						
NUTR495	Supervised Dietetic Practice II			7	NUTR 494						
NUTR 497	Professional Development 2	3		3	NUTR 494						
Total				10							

TOTAL CREDIT HOURS OF NUTRITION & DIETETICS PROGRAM	132
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Detailed Courses Description

Course ID	NUTR 223
Course Title	Introduction to Dietetic Profession
Pre-requisite	--
Course offering	Fall
Registration restrictions	--
Credit hours	2 (Theory)
Course designation	LC
Course level	UG
Course description	This course covers the fundamentals of the dietetic profession, including the role of dietitians, essential knowledge and skills such as professionalism and communication, and the use of an evidence-based practices. It introduces the credentialing and licensing requirements, and the Code of Ethics outlined by the Academy of Nutrition and Dietetics. The Nutrition Care Process (NCP) and principles of Inclusion, Diversity, Equity, and Access (IDEA) will also be introduced.

Course ID	NUTR 231
Course Title	Human Nutrition
Pre-requisite	CHEM 351
Course offering	Spring
Registration restrictions	--
Credit hours	3 (Theory)
Course designation	LC
Course level	UG
Course description	This course introduces the physiological and biochemical aspects of nutrition, with a primary focus on macronutrients, micronutrients, fiber, and energy. This course allows students to gain comprehensive insights into the dietary sources of these essential nutrients, recommended dietary intakes, as well as the indicators used to assess the status of macro and micronutrients. The course also explores the signs of deficiencies and toxicities associated with both macro and micronutrients, and their relationships with health and disease.

Course ID	NUTR 319
Course Title	Quantity Food Production
Pre-requisite	NUTR 321
Course offering	Fall
Registration restrictions	--
Credit hours	3 (2 Theory; 3 Lab)
Course designation	LC + LB
Course level	UG
Course description	This course is designed to introduce students to the basic principles of food preparation including: understanding of food and kitchen safety and sanitation practices, basics of nutrition and healthy menus, cooking processes, recipe costing and budgeting, basic culinary techniques, proper use of kitchen tools and equipment. Students will also learn how to apply these principles to quantity food production.

Course ID	NUTR 321
Course Title	Food Chemistry
Pre-requisite	CHEM 351
Course offering	Spring
Registration restrictions	--
Credit hours	3 (2Theory, 3 Lab)
Course designation	LC + LB
Course level	UG
Course description	This course investigates different food products, their composition, and the impact of processing on nutritional content. The course will provide knowledge on how categorize food products and the skills to analyze macro and micronutrients, and comprehend the chemical and physical changes that occur during processing. Special emphasis will be placed on evaluating the nutritional content of foods prepared through diverse cultural methods, fostering an understanding of cultural diversity in food practices.

Course ID	NUTR 338
Course Title	Nutrition through the Life Span
Pre-requisite	NUTR 231
Course offering	Fall
Registration restrictions	--
Credit hours	3 (2 Theory, 3 Lab)
Course designation	LC + LB
Course level	UG
Course description	This course explores the nutritional needs of humans as they move through the lifespan from pre-conception to old age. It highlights conditions that may alter or substantially impact nutrition at these stages using case studies, scientific articles and position papers. It also reviews programs that provide support for food or nutrition education at various life stages including changes in needs for specific macronutrients and micronutrients. Diet assessment techniques and diet prescription strategies to meet needs during various life stages will be covered.

Course ID	NUTR 340
Course Title	Assessment of Nutritional Status
Pre-requisite	NUTR 231
Course offering	Fall
Registration restrictions	--
Credit hours	3 (2 Theory, 2 Lab)
Course designation	LC + LB
Course level	UG
Course description	This course covers practical techniques for evaluating individual and group nutritional statuses, including anthropometric measurements, dietary assessment, physical and biochemical indicators. Students will learn to interpret reference values. The course also explores advances in assessment techniques and technology, providing a well-rounded understanding of nutritional assessment tools. Through a mix of theory and hands-on sessions, students will gain the skills needed for evidence-based practices in nutritional assessment.

Course ID	NUTR 352
Course Title	Nutritional Metabolism
Pre-requisite	--
Course offering	Spring
Registration restrictions	--
Credit hours	3 (3 Theory)
Course designation	LC
Course level	UG
Course description	This course covers metabolic pathways and physiological functions of macronutrients and micronutrients at the molecular, cellular, tissue, organ and system levels. Mechanisms of action, metabolism and interactions with other nutrients, chemicals, and genes will be discussed.

Course ID	NUTR 353
Course Title	Nutrition Education and Communication
Pre-requisite	NUTR 338
Course offering	Spring
Registration restrictions	--
Credit hours	3 (2Theory, 3 Lab)
Course designation	LC + LB
Course level	UG
Course description	This course is designed to equip students with the theoretical foundations and practical skills necessary to effectively communicate nutrition information and promote healthy behaviours in diverse populations. Through an interdisciplinary approach, students will explore communication theories, behaviour change models, and educational strategies to develop the ability to convey nutrition knowledge in various settings, from community outreach to clinical consultations. It also includes application of counseling sessions in simulated nutrition clinic. The importance of cultural competence, health literacy, and evidence-based communication strategies in promoting nutrition education will be covered.

Course ID	NUTR 439
Course Title	Meal Planning and Evaluation
Pre-requisite	NUTR 231
Course offering	Fall
Registration restrictions	--
Credit hours	2 (2 Theory, 2 Lab)
Course designation	LC + LB
Course level	UG
Course description	This course provides a comprehensive exploration of meal planning and evaluation, emphasizing the importance of nutrition and health in creating well-balanced meals. Students will gain practical knowledge and hands-on experience in designing nutritionally adequate personalized meal plans tailored to diverse, cultural, budgetary and dietary needs based on current dietary recommendations and guidelines. Software for nutritional analysis of meals and use of exchange lists will be covered.

Course ID	NUTR 441
Course Title	Food Safety and Quality Control
Pre-requisite	NUTR 321
Course offering	Spring
Registration restrictions	--
Credit hours	3 (2 Theory, 3 Lab)
Course designation	LC + LB
Course level	UG
Course description	This course will provide comprehensive information on food safety hazards including microbial, chemical and physical contaminants. It explores the pathways through which major food groups can become contaminated, focusing on effective control strategies. It also covers the approaches to the planning and implementation of food safety management systems including Hazard Analysis and Critical Control Points (HACCP).

Course ID	NUTR 450
Course Title	Medical Nutrition Therapy 1
Pre-requisite	NUTR 340 & NUTR 439
Course offering	Spring
Registration restrictions	--
Credit hours	4 (3 Theory, 3 Lab)
Course designation	LC + LB
Course level	UG
Course description	This course provides detailed information on the role of nutrition in prevention and treatment of disease. It covers conditions most seen in dietetic clinics. The course also discusses in details disease process, related to biochemical issues, nutritional assessment, medical nutrition therapy and emphasizes evidence-based practices, critical thinking, and practical application. Students will develop skills in creating, implementing, and evaluating therapeutic nutrition plans for diverse patient populations, contributing to improved health outcomes and overall patient well-being.

Course ID	NUTR 451
Course Title	Medical Nutrition Therapy 2
Pre-requisite	NUTR 450
Course offering	Fall
Registration restrictions	--
Credit hours	4 (3 Theory, 3 Lab)
Course designation	LC + LB
Course level	UG
Course description	Building on the foundational knowledge acquired in Medical Nutrition Therapy I, this course covers the disease processes, and therapeutic interventions for nutrition-related diseases. It emphasizes evidence-based practices, critical thinking, and practical application. Students will develop skills in creating, implementing, and evaluating therapeutic nutrition plans for diverse patient populations, contributing to improved health outcomes and overall patient well-being.

Course ID	NUTR 457
Course Title	Public Health Nutrition
Pre-requisite	NUTR 340
Course offering	Spring
Registration restrictions	--
Credit hours	3 (3 Theory)
Course designation	LC
Course level	UG
Course description	This course examines the intersection of social, economic, and environmental factors and their influence on the nutritional status of communities. Students will explore the field of nutrition epidemiology, methods used in nutritional surveys, and the establishment of nutrition surveillance systems. The curriculum also addresses preventive and control measures for nutritional issues within communities. This course also focuses on the development of science-based and food-based dietary guidance to address regional nutritional challenges.

Course ID	NUTR 460
Course Title	Food Service Operations
Pre-requisite	NUTR 319
Course offering	Fall
Registration restrictions	--
Credit hours	3 (3 Theory, 2 Lab)
Course designation	LC + LB
Course level	UG
Course description	This course focuses on developing competencies in managing food service facilities with a comprehensive overview about facility management, marketing, budgeting, quality, safety, procurement, production, and distribution principles. Topics include management theories and change management strategies specific to food service organizations. The curriculum also covers negotiation skills, advocacy, conflict resolution, evidence-based justification of programs, and feasibility studies for products or services, culminating in the creation of a comprehensive development plan.

Course ID	NUTR 470
Course Title	Clinical Pediatric Nutrition
Pre-requisite	NUTR 450 & NUTR 454
Course offering	Fall
Registration restrictions	--
Credit hours	3 (2 Theory, 3 Lab)
Course designation	LC + LB
Course level	UG
Course description	This course covers nutrition assessment, diagnosis, intervention, and monitoring/evaluation of pediatric patients using up-to-date evidence-based practices. It will address chronic diseases, acute and critical illnesses, low birth weight, failure to thrive, special healthcare needs, and inherited metabolic diseases.

Course ID	NUTR 490
Course Title	Capstone Course
Pre-requisite	NUTR 450 & NUTR 492
Course offering	Fall
Registration restrictions	--
Credit hours	3
Course designation	SP
Course level	UG
Course description	In this course, the student is directed to undertake a clinical or community project in a specific subject under supervision of a faculty member. The course is intended to apply a variety of skills and competencies acquired by the student in different courses in producing a publishable scientific article.

Course ID	NUTR 492
Course Title	Research Methodology in Human Nutrition
Pre-requisite	NUTR 340
Course offering	Spring
Registration restrictions	--
Credit hours	2 (2 Theory, 2 Lab)
Course designation	LC + LB
Course level	UG
Course description	In this course, the students learn research methods used in nutrition and dietetics research. The course cover study designs e.g. cross-sectional, prospective, controlled studies and clinical trials. The course builds upon students' basic knowledge of statistics to introduce them to the statistical methods used in these studies.

Course ID	NUTR 494
Course Title	Supervised Practice in Dietetics I
Pre-requisite	NUTR 490
Course offering	Spring
Registration restrictions	Students must have completed 112 CH
Credit hours	7
Course designation	PR
Course level	UG
Course description	Students spend one semester (out of two) in a supervised dietetic practice (dietetic internship). The program offers diverse practicum involving interdisciplinary training that equips dietetic interns to attain entry-level competencies in medical nutrition therapy, food service systems management, and public health nutrition. Across two semesters, students will undergo training by rotating through different clinical, public health and foodservice departments. Interns will be required to exhibit proficiency in a specific set of competencies for licensing and as an accreditation requirement.

Course ID	NUTR 496
Course Title	Professional Development I
Pre-requisite	NUTR 490
Course offering	Spring
Registration restrictions	Students must have completed 112 CH
Credit hours	3
Course designation	LC
Course level	UG
Course description	This course enhances students' practical experience and essential skills for future dietetic professionals. It covers foundational internship insights and utilizes diverse activities like case studies, role-playing, and workshops to improve proficiency. Additionally, it integrates experiences beyond Qatar's typical dietitian practices mandated by the American Academy of Nutrition & Dietetics, such as specific procedures and assessments. Moreover, it offers a comprehensive review of all didactic courses, preparing students thoroughly for licensing exams.

Course ID	NUTR 495
Course Title	Supervised Practice in Dietetics II
Pre-requisite	NUTR 494
Course offering	Fall
Registration restrictions	Students must have completed 112 CH
Credit hours	7
Course designation	PR
Course level	UG
Course description	Students spend one semester (out of two) in a supervised dietetic practice (dietetic internship). The program offers diverse practicum involving interdisciplinary training that equips dietetic interns to attain entry-level competencies in medical nutrition therapy, food service systems management, and public health nutrition. Across two semesters, students will undergo training by rotating through different clinical, public health and foodservice departments. Interns will be required to exhibit proficiency in a specific set of competencies for licensing and as an accreditation requirement.

Course ID	NUTR 497
Course Title	Professional Development II
Pre-requisite	NUTR 494
Course offering	Fall
Registration restrictions	Students must have completed 112 CH
Credit hours	3
Course designation	LC
Course level	UG
Course description	This course enhances students' practical experience and essential skills for future dietetic professionals. It covers foundational internship insights and utilizes diverse activities like case studies, role-playing, and workshops to improve proficiency. Additionally, it integrates experiences beyond Qatar's typical dietitian practices mandated by the American Academy of Nutrition & Dietetics, such as specific procedures and assessments. Moreover, it offers a comprehensive review of all didactic courses, preparing students thoroughly for licensing exams.

Academic Calendar

Program schedule of didactic courses, vacations and holidays follow QU academic calendar.

The schedule of the supervised practice rotations adheres to the QU academic calendar and operational hours of the training facilities. SPP students receive the exact start and end dates of their rotations a semester prior to SPP initiation.

For more information about DNS academic calendars, refer to Appendix E.

Planning Your Major

The course requirements can be found in the Undergraduate Calendar accessible online at <http://www.qu.edu.qa>. This resource will assist you in managing your courses and comprehending the requirements you need to fulfill until graduation. Your faculty advisor is also available to aid you in planning your studies. Additionally, detailed descriptions of each course can be found in the course descriptions section (pages 17-27). It is important to schedule the required courses according to your major's designated semester.

During your first two years, the courses cover foundational knowledge areas essential to nutrition, such as chemistry, biochemistry, biology, anatomy, physiology, psychology, and sociology. While you may initially question their relevance to a career in nutrition, you will come to understand their significance during your senior year courses. As you progress into the spring semester of your second year, you'll notice the courses becoming more applicable as you integrate and apply knowledge from earlier courses to topics like the physiology of nutrition and food chemistry.

Moving into your third year until the end of the fall semester of your fourth year, you'll engage with more advanced courses. In your final year, you'll commence your internship, applying the knowledge and skills you've acquired throughout your studies.

Admission Criteria

Major Declaration

1. Completion of the Qatar University Foundation Program requirements (Further information about the Foundation Program can be found on the following link: https://www.qu.edu.qa/sites/en_US/students/admission/undergraduate/college-requirements);
2. Minimum Secondary High School Grade for the Final Year: 70%;
3. Complete a minimum of 13 CH including CHEM 101/103, MEDI 102, PUBH 151 and MEDI 101 with a minimum grade D.
4. Degree evaluation is performed for the accepted students.
5. Students must satisfy QU requirements for declaring a major including the need to declare the major before completing 36 undergraduate credit hours.
6. The study plan is available on pages 16-17 of this handbook.
 - No more than 30 students will be accepted to the major per academic year.
 - Students will be notified of admission to the major before the start of the semester.
 - NUTR 200, 300 and 400 level courses are offered once each year and students must follow the study plan to adhere to required progression of courses in the program.
7. Upon admission, students should meet the DNS advisor for advising. Students are also required to review, sign, and submit the student consent form, along with the results of the physical assessment and fitness for duty, to the DNS advisor. All forms are found in Appendix A.

Assessment of Prior Learning

To be considered for a transfer into Qatar University's BSc. Degree in Nutrition & Dietetics, applicants who are currently enrolled or have previously attended another university must adhere to the transfer guidelines and meet the eligibility criteria set by QU.

All applicants are also required to submit a copy of their certificate, formal transcripts of grades, course descriptions from catalog and course syllabi showcasing their learning outcomes and competences to DNS.

Assessment of prior learning of each applicant will be on a case-by-case basis, depending on availability of seats. Evaluation will be deliberated by the academic committee, chaired by the Program Director and/or Head of Department.

Qatar University students who graduated from the DNS prior to Fall semester 2010 will be required to complete all courses that were added to the nutrition curriculum in 2010 and completed supervised practice experiences as described above.

For more information, please visit the following link:

<http://www.qu.edu.qa/students/admission/undergraduate/admission-requirements/transfer-applicants>

Assessment of Student Learning

Didactic Courses

Students are assessed in the didactic courses using several methods, including examinations (midterm and final exam), projects, laboratories, and assignments. Course Learning Objectives and assessment methods for each course are described in detail in the course syllabus. The course syllabus also describes the grading scales used to determine the course grade.

Supervised Practice Program (SPP)

Throughout the Supervised Practice Program (SPP), different assessment tools are used to provide a thorough evaluation of interns' capabilities, covering core competencies outlined by ACEND and the mastery level of essential skills. During rotations, interns undergo evaluation through formative assessments, task evaluation forms, and summative evaluations, ensuring a holistic assessment of their competence. The aim is for interns to achieve a minimum satisfactory score of 3 out of 4 in each rotation and for each CRDN.

Graduation Requirements

Students must successfully complete all didactic courses as outlined in the DNS study plan before being eligible to enroll in the SPP (NUTR 494/495) and Professional Development Class (NUTR 496/497) totaling 132 credit hours.

Additionally, students must attend the required numbers of hours in supervised practice experience as mandated by ACEND, and attain a minimum passing grade of "3" out of "4" in all rotations, and each CRDN to successfully fulfill the requirements of the SPP. Students not receiving an overall score of "3" out of "4" in a specific rotation or competency will meet with the QU Clinical Coordinator, preceptor and HoD as appropriate to develop a specific plan for improvement. The student will be required to repeat the rotation experience within a specific timeline for improvement during the semester. Failure to achieve a competent evaluation for the repeated rotation will result in the student being dismissed from the SPP. Moreover, upon completion of the SPP courses and as part of the assessment for the PDII Course, students must pass a qualifying mock exam with a score of 60% or higher. This exam serves as the ultimate experience evaluation. The mock exam adheres to the same test specifications as the RD and licensing exam in Qatar.

All students are required to complete the program of DNS within 6.75 years of enrolling in the program (13 semesters).

Request for a Letter of Recommendation

Letters of recommendation are a required component of some internship applications, many graduate school and scholarship applications. When requesting a letter of recommendation from DNS faculty member, a faculty member may require a completed Request for a Letter of Recommendation Form. Student is expected to submit a copy of a résumé or personal statement or a transcript at the time the request is made. If a faculty member does not feel comfortable writing a letter, he/she may decline the request. Requests should be made no later than four days prior to the deadline.

Policies and Procedures

Admission Criteria for Nutrition & Dietetics Undergraduate Program and Supervised Practice Program – Continuance and Completion of the Program

In addition to admission criteria listed in page 28 of this handbook, additional policies for continuance and completion of the program were implemented in Fall 2014. Criteria are:

- Enrolled students are required to maintain a minimum overall GPA of 2.5 and complete all didactic coursework prerequisites prior to enrolling in Supervised Practice Program.
- Upon completion of the SPP courses and as part of PD Course, students must successfully pass a qualifying mock exam, achieving a score of 60% or higher as an indicator of ultimate experience evaluation.

Admission Criteria to Supervised Practice Program

Students are accepted into SPP in Fall semester after successfully completing all didactic coursework. The SPP spans two semesters, totaling 32 weeks of rotations. Adhering to all policies and procedures of the SPP is mandatory for students, and they must exhibit satisfactory (competent) performance throughout the supervised practice courses to fulfill the requirements of the SPP.

Health Certificate Requirement

As per QU Policy, Students have to submit Health Certificate issued inside Qatar (with a validity period that must not exceed six months from the date of examination). For more information, refer to QU Student Catalogue, page 67 and that is found on the following link: https://www.qu.edu.qa/static_file/qu/students/Catalogs/VPAA_AQA_2023_2024_UG-Catalog_EN_All%20Colleges.pdf

Fitness for Duty

Fitness for duty refers to the ability to perform job duties safely and effectively to provide optimal quality patient care. During the orientation week, the applicant is kindly requested to complete a questionnaire found in Appendix G and acknowledge the technical standards demonstrating your fitness for duty.

When the need arises (concern raised by faculty member/ preceptor) an evaluation will be performed to determine the student's ability to conduct academic and non-academic (clinical/technical) duties responsibly and safely. A qualified, independent specialist in occupational medicine who is elected by a panel of QU Health members and stakeholders from the health system performs the evaluation. The evaluator is a non-QU affiliated practitioner who is neither involved in teaching or assessing students nor provide medical care to them.

For more information, may you refer to Appendix A.

Course and Supervised Practice Program (SPP) Requirements

To graduate from BSc. in Nutrition & Dietetics, the student must successfully complete a total of 132 credits (112 credits of didactic courses and 22 credits of supervised practice and professional development courses), as outlined in the program study plan detailed on pages 16-17.

During SPP, students must complete a required minimum of 920 hours of in-person practice at Supervised Practice sites, and attain a minimum satisfactory passing grade of "3" out of "4" in all rotations, and each CRDN to successfully fulfill the requirements of the SPP as discussed in page 30. If a student does not successfully

complete a particular rotation and/or CRDN, the DNS Clinical Coordinator and the preceptor will set a remediation plan. Please refer to SPP Students' Manual – SPP Completion Requirements for further details.

Student Performance Monitoring

Student Performance Monitoring is an integral part of the academic program, involving evaluations at set intervals in courses and advising sessions. Instructors closely track student progress, intervening if they detect any academic difficulty (such as unexpected scores in assessment tools like assignments, quizzes, or projects) or other issues such as frequent absences. The course instructor promptly calls for a meeting with the student to clarify the issue and intervene as soon as possible, while ensuring confidentiality of the case and maintaining the academic integrity of the student. Persistent problems prompt collaboration between instructors, department advisors, Head of Department (and/or Program Director) and a representative from Student Affairs Office to devise action plans. DNS students benefit from regular meetings with their advisor, who also liaises with instructors regarding poor academic performance and facilitates referrals to the peer tutoring program.

Peer Tutoring Program

The peer tutoring proffering offers collaborative support for undergraduate students who need assistance in didactic course to enhance their academic performance.

For more information, may you visit the following link:

<http://www.qu.edu.qa/students/success-and-development/student-learning-support/academic-support/peer-tutoring>

Student Remediation and Retention

Student Remediation and Retention procedures ensure swift action in addressing concerns regarding a student's performance in meeting program requirements. Both the course instructor and clinical coordinator closely monitor student performance in didactic courses and SPP, respectively.

During didactic courses, students failing to meet passing grades or satisfactory scores per KRDN/CRDN have their scores documented and reported to the Head of Department or Program Director by the course instructor. Subsequently, the Program Director collaborates with the course instructor to devise an action plan, which may include referring students to the DNS Tutoring Program (as noted on page 31), University Student Learning Support Center (SLSC), or QU Inclusion and Special Needs Center, or developing specific remediation plans for particular KRDN/CRDN. The Program Director and clinical coordinator then coordinate to implement the remediation plans during Professional Development courses or SPP.

Throughout SPP, interns undergo comprehensive evaluations, with remediation strategies implemented as needed to ensure competency. More information about student remediation and retention can be found in SPP Manual.

Projects/Assignments Requirements

Throughout didactic courses and SPP, students must complete and submit assignments and projects within allotted time.

In all cases of assessment, students who fails to attend an exam, class project/assignments or deliver a presentation or assignment on the scheduled date without prior permission, and/or are unable to provide a medical note, will automatically receive a fail grade for this part of the assessment.

- Submitting work on time is a key part of the assessment process. Students who fail to submit their work by the deadline specified will automatically receive a 10% penalty. Assignments handed in more than 24 hours late will receive a further 10% penalty. Each subsequent 24 hours will result in a further 10% penalty.
- In cases where a student misses an assessment on account of a medical reason or with prior permission; in line with Qatar University regulations, an incomplete grade for the specific assessment will be awarded and an alternative assessment or extension can be arranged.

Attendance

Class participation and attendance are important elements of every student's learning experience at Qatar University, and the student is expected to attend all classes. A student should not miss more than 25% of the classes during a semester. Those exceeding this limit of 25% will receive a failing grade regardless of their performance. It is a student's responsibility to monitor the frequency of their own absences.

Attendance record begins on the first day of class irrespective of the period allotted to drop/add and late registration. It is a student's responsibility to sign-in; failure to do so will result in a non-attendance being recorded.

In exceptional cases, the student, with the instructor's prior permission, could be exempted from attending a class provided that the number of such occasions does not exceed the limit allowed by the University. The instructor will determine the acceptability of an absence for being absent. A student who misses more than 25% of classes and has a valid excuse for being absent will be allowed to withdraw from the course.

Leave of Absences

A process by which an undergraduate degree seeking student who is not registered in any course requests official permission to leave the university for a specific period of time. A student cannot leave the university for more than four consecutive semesters unless in extenuating circumstances when approved by the Vice President for Student Affairs. For more information, refer to QU undergraduate student catalog, page 25 and that is found on the following link:
https://www.qu.edu.qa/static_file/qu/students/Catalogs/VPAA_AQA_2023_2024_UG-Catalog_EN_All%20Colleges.pdf

Supervised Practice Documentation

During SPP, interns are expected to adhere to their rotation sites' schedules, attending for four days per week, with eight hours per day, as per the operational hours of the training institution. Attendance is recorded on "Rotation Time Sheets," verified by the preceptor, and then submitted to the clinical coordinator. Additionally, interns must engage in various alternate experiences outlined in the SPP Manual, encompassing competencies beyond the scope of a dietitian in Qatar. Interns' attendance in professional work settings and alternate experience practices are documented and reviewed by the clinical coordinator. Failure to fulfill the required hours in professional work settings or alternate experiences will result in delays in SPP completion and graduation. For more information about student's attendance during SPP, please refer to SPP Manual.

Graduation and Program Completion for Verification Statement

The graduation and program completion for verification statements requires that DNS student must successfully complete all didactic undergraduate courses in the study plan; and all rotations, projects, attendance, and behavior requirements of the supervised practice program.

The verification statement, signed by Program Director, documents that an individual has completed the requirements of a nutrition and dietetics education program accredited by ACEND.

Timeframe for Program Completion

Students will complete the undergraduate program in 4.5 years. However, students are permitted a maximum of 6.75 years (13 semesters) to complete the program of DNS at the time the student enrolls in the program.

Student Code of Conduct

The Student Code of Conduct aims to provide all students at Qatar University with explicit principles and standards of behavior. It includes both academic and non-academic infractions, applicable to students representing the university in sponsored off-campus events and activities, including conferences, sports teams, or clubs. Violation of the Code of Conduct will lead to disciplinary actions, ranging from failing a course, failing all courses, to suspension for a semester or an entire academic year. Moreover, the student's violation will be documented in their records, potentially impacting their future endeavors.

During exams, examples of behaviors that violate the Student Code of Conduct include:

- Looking at another student's questions or answer sheet.
- Talking to, receiving help, or assisting any other student.
- Using any unauthorized references, manuals, or tools.
- Copying, forwarding, or rewriting any segment of the exam in any way.
- Trying to take out any exam material outside the exam room.
- Presenting or using any identification card which is counterfeited or that does not belong to the student.
- Failure to follow the instructions or procedures set by the proctor at the beginning of the exam.
- Any talk, action, or sound that interferes with the proper conduct of the exam inside the hall or disturbs the required silence inside the room. Moreover, students are not allowed to speak during the exam or argue with the proctors.

More information about Student Code of Conduct can be found on the following link: [Student Code of Conduct | Qatar University \(qu.edu.qa\)](https://www.qu.edu.qa/sites/en_US/students/catalogs)

Disciplinary Action and Termination Procedures

Qatar University policies and procedures for academic probation, academic dismissal, appeals, repeating courses, and reinstatement are covered in the QU Student Catalog, Chapter 7- Academic Policies and Regulations which is available at: https://www.qu.edu.qa/sites/en_US/students/catalogs

Additional disciplinary policies and procedures are enforced for the Supervised Practice program as follows:

Disciplinary Action Procedures for the Supervised Practice in Dietetics

Regulations and procedures are necessary for the orderly progression of the SPP. Depending on the gravity of the situation, whenever possible; a progressive discipline process will be used as follows:

- **Oral Warning** - given for substandard performance, poor attendance, and other types of offenses that occur for the first time. The time frame for immediate correction will be determined by the QU Clinical Coordinator and QU Faculty and will not exceed one month. The oral warning will be documented by the QU Clinical Coordinator and placed in the students file.
- **Written warning with imposed probation** - given for substandard performance, poor attendance, and other types of offenses that occur for the second time. The time frame for immediate correction will be determined by the Clinical Coordinator and QU Faculty. The time frame may not exceed one month.
- **Program dismissal** - if any of the above is not addressed and corrected in the appropriate time frame, dismissal from the program will occur. If a student has received a written warning for an offense and the student receives another oral warning for any offense, the student will be dismissed from the program.

Plagiarism

Plagiarism is considered a serious academic offence and can result in your work losing marks or being failed. QU expects its students to adopt and abide by the highest standards of conduct in their interaction with their professors, peers, and the wider University community. As such, a student is expected not to engage in behaviours that compromise his/her own integrity as well as that of Qatar University.

Plagiarism includes the following examples and it applies to all student assignments or submitted work:

- Use of the work, ideas, images or words of someone else without his/her permission or reference to them.
- Use of someone else's wording, name, phrase, sentence, paragraph or essay without using quotation marks.
- Misrepresentation of the sources that were used.

The instructor has the right to fail the coursework or deduct marks where plagiarism is detected.

Use of Artificial Intelligence (AI)

"In accordance with Article 6 of the Student Code of Conduct at Qatar University, academic violations include a range of actions, one of which pertains to submitting work that is not the individual's own production. This includes using creative artificial intelligence tools such as "ChatGPT" to produce content, images, videos, or programming code and presenting it as original work.

Therefore, students are cautioned that using artificial intelligence tools such as "ChatGPT" or any similar tools to produce academic content and present it as their own work is considered plagiarism, exposing the student to disciplinary penalties as stipulated in Qatar University's Student Code of Conduct."

In light of this, it is urged all students to adhere to ethical standards in all assignments and academic work and to seek guidance from the course instructor when unsure about the proper and ethical use of artificial intelligence sources in completing assignments, duties, and academic tasks.

Guidelines for Social Networking – Electronic Devices and Social Media

Qatar University's- DNS suggests the utilization of various social networking platforms. Online communities such as "Facebook", "MySpace", "Flickr", and "Twitter" offer opportunities for faculty, staff, and students to share and explore interests that enrich the higher education learning experience. However, it is advisable to use these

platforms with caution. Members of the QU online community are expected to conduct themselves with honesty, integrity, and respect, while also honoring the rights, privileges, privacy, sensibilities, and property of others.

The following guidelines are strongly suggested:

1. Use networking sites legally and appropriately. Consider your personal obligation as a citizen of the university. Use proper conduct in your posts regarding the university and your colleagues/fellow students.
2. Consider the use of a student, staff or faculty member to monitor any departmental social pages. All parties need to understand the guidelines presented.
3. Remember, you cannot ensure who does and does not have access to your information. Any text or photo placed online is available to anyone in the world – even if you limit access to your site.
4. Information that you post online may continue to stay on the World Wide Web even after you erase or delete that information from your profiles or blog. Do not post anything that could reflect negatively on you, your family, your friends, and the university.
5. Do not post any confidential or sensitive information online.
6. By agreeing to the terms of use, online communities have your permission to republish your content worldwide and share information with advertisers, third parties, law enforcement, and others.
7. You are legally responsible for your posts on the social networking sites. Be discreet, respectful, and as accurate/factual as you can be in any comments or content you posted online.
8. Potential employers, admissions officers, and scholarship committees often search social networking sites to screen candidates. Your profile will be a part of how others know you.

Note: Use of Cell Phones

Cell phones or other personal electronic devices (such as iPods) are prohibited from use during class times or supervised practice rotations. You may use your mobile phone during lunch or other designated breaks only.

Phones must be set to "silent" mode during classes and rotations.

Student Records

Your records are maintained by the QU Program Director in a confidential manner. Access to your records is limited to the QU Program Director, yourself, program faculty, and other authorized persons. Your access to your own records is provided on a 'need to know' basis. If necessary to review your records, you should contact the Program Director who will be present during your review. You have access to your application, performance appraisals, attendance records and notices of commendation/discipline.

Insurance Requirements

All students are required to have health insurance. Documentation of health insurance coverage is required prior to joining the department. This evidence may be Health Card issued by Hamad Medical Corporation in the State of Qatar.

For more information on how to apply for a health card, may you visit the link below:
<https://www.hamad.qa/EN/Patient-Information/How-To-Get-A-Health-Card/Pages/default.aspx>

Liability for Safety in Student Transportation for Field Trips and Internship Placements

Throughout didactic courses, students participate in a series of field trips to explore institutions across Qatar focused on food production, food safety, healthcare, and educational facilities. During these outings, all students are required to utilize the QU bus for transportation from Qatar University to the designated location. The course/lab instructor/TA accompanies the students and is tasked with liaising with the Transportation Department at QU to arrange bookings for these trips.

Throughout the Student Practice Placement (SPP), students are responsible for organizing their transportation to and from all rotations. Students are accountable for ensuring safety during travel to and from assigned areas. SPP students residing in QU Housing will have access to transportation services. The coordination of transportation will be managed by the DNS Clinical Coordinator, in collaboration with the Transportation Department at QU. In the initial orientation session, students must notify the coordinator if they live in QU Students' Housing. For more information about transportation to internship sites, please refer to SPP Manual.

Compensation and Employment Guidelines for Outreach Activities and Internship

Students participating in outreach activities during didactic courses, aimed at spreading awareness across various communities, are not eligible for compensation. Similarly, SPP students engaged in internships do not receive any form of compensation. Furthermore, SPP students are prohibited from seeking or holding professional employment at any of their training sites during their internship rotations, including weekends.

Supervised Practice Program (SPP)

SPP Description

The Supervised Practice Program offered by the Department of Nutrition Sciences – Qatar University reflects the recognition that experiential education is a cornerstone for equipping students with all skills and competences required to meet the profession needs.

SPP is a one-academic year program that takes place in miscellaneous governmental, semi-governmental and private healthcare facilities in Qatar. Students are trained for 32 weeks in different rotations to practice skills, as well as, gain thorough insights into practices in clinical, community, primary care and foodservice settings.

By the end of every rotation, interns can effectively apply clinical skills and competences to provide appropriate medical nutrition therapy (MNT) and other nutrition care in a variety of medical and health care settings. They are also able to analyze and critically evaluate clinical ideas, practices, and procedures. Through community nutrition rotations, SPP also enables students to build experience in providing nutrition

care and services to populations of different age groups and cultures in both nutrition prevention and intervention.

Rotation and Affiliation Descriptions

During SPP, interns rotate through different rotation sites for a minimum of 920 in-person training hours in professional work settings as follows:

- **Clinical/Medical Nutrition Therapy (MNT) Rotations: 592-640 hours (20 weeks).** Interns are trained in ambulatory clinics and acute care facilities within Hamad Medical Corporation. They practice the Nutrition Care Process (assessment, diagnosis, intervention, and monitoring/evaluating) in both inpatient and outpatient settings, for a variety of populations of different age groups, cultures, and health conditions impacted by diet. Additionally, interns gain and practice knowledge and competency about nutrition informatics and enrich their documentation skills using advanced nutrition software. Interns also prepare and present case study reports to become skillful in investigating and discussing diverse disease states and conditions in professional settings. In addition, interns engage in interdisciplinary team rounds, conferences, group classes, and case studies as part of their comprehensive learning experience.
- **Foodservice Management Rotation: 80-128 hours (4 weeks).** It focuses on all aspects of producing and delivering nutrition, within an inpatient setting, to patients who have medical needs related to their diets including menu modifications, meal orders, tray preparation and delivery, meal promotion, food production and patient satisfaction. Interns practice the care and operation of equipment, sanitation audits, HACCP Guidelines, menu planning, customer service and management activities. Interns also refine their proficiency in utilizing “Menu Logistics”, enhancing their aptitude in technology-driven nutrition analysis and meal planning. Additionally, the program includes practical training in purchasing, receiving, and storage of supplies, as well as food production for both therapeutic and regular patients. Furthermore, interns gain exposure to administrative and human resources aspects
- **Community Rotations: 208-256 hours (4 weeks).** Interns practice providing community-based nutrition services including community nutrition assessment, counseling, education, wellness promotion and project-related time management. They also practice the Nutrition Care Process in outpatient settings, for a variety of populations of different age groups, cultures, and health conditions impacted by diet. Furthermore, interns also develop skills in evaluating and applying government program guidelines and policies. During this rotation, interns promote good health and wellness to populations of different age groups and cultures. Note that different types of elective community nutrition rotations are offered to interns with various concentrations, including but not limited to Sports Nutrition, Nutrition Intervention in Diabetes, Food Service and Food Safety in Schools and Universities, Nutrition and Health Promotion in Ministries, and Primary Prevention and Intervention in an Education-Based Foundation.

A detailed description of each rotation is found in SPP Manual pages 9-12.

Qatar University Regulations

Protection of Student Information

Qatar University (QU) is dedicated to adhering to local and international data protection and privacy laws. This commitment includes compliance with contractual obligations related to data protection. All QU users handling personal data, regardless of format, bear responsibility for its protection and privacy. Personal data is classified as C2 - Limited Access, and any violation of this policy may result in disciplinary measures.

For further details, please consult the QU Information Security Policies Handbook, available on page 17 via the following link:
[https://www.qu.edu.qa/file_source/qu/offices%20and%20departments/Information%20Technology%20Services/iso/QU_Information_Security_Policies%20\(1\).pdf](https://www.qu.edu.qa/file_source/qu/offices%20and%20departments/Information%20Technology%20Services/iso/QU_Information_Security_Policies%20(1).pdf)

Access to Own Student Files

Students may request to review their academic file by contacting the Head of Department, and/or Program Director or their DNS advisor. Student files are kept in a secure location in either the Head of Department, and/or Program Director or the DNS Advisor Office.

Students can also request an official transcript through Qatar University's Self-Service Banner. For more information, please refer to the following link: [Online Transcript Request](#)

QU Student Support Services

Qatar University provides numerous services to students to enhance their campus experience. Student services includes: academic advising, student counseling services, student medical clinic, financial aid and other services. The full listing of services and links to more information are provided on the QU Student Services Home Page: <http://www.qu.edu.qa/students/services/>

Academic Support Unit (ASU)

The QU Academic Support Unit/ Student Learning Support Center (SLSC) is an academic support service that is available for all students at Qatar University. Students can meet with an ASU Specialist to evaluate their learning goals and to develop an individualized plan for action. Goals could include developing better study strategies, improving performance, or discussing ideas to optimize their educational experience.

The ASU offers free services to students including:

- a large study area equipped with computers installed with specialized learning software, general tutoring with trained & National Tutoring Association (NTA) - USA certified peer tutors to help with difficulties in different subjects,
- academic coaching services for students facing difficulties in their learning process and academic life,
- a wide range of workshops conducted throughout the semester to improve study skills and English communication skills.

Students can read more about the services provided by the Qatar University Student Learning Support Center by visiting the following web addresses:

<http://www.qu.edu.qa/students/services/academicsupport>
<http://www.qu.edu.qa/students/services/slsc>

<http://www.qu.edu.qa/students/success-and-development/counseling>

<http://www.qu.edu.qa/students/success-and-development/student-learning-support/academic-support>

Campus Portal

The QU Campus Portal is the entry point for students to access information about all student services available at Qatar University. Available at: <http://www.qu.edu.qa/students/>

QU Student Catalogue

The 2023 - 2024 QU student catalogue is available at: <http://www.qu.edu.qa/students/catalogs>
Information about the Nutrition & Dietetics undergraduate program is shown on pages 574-585.

Tuition and Fees and Estimated Expenses

The tuition fees at QU are charged per credit hour and based on the academic major of the course in which the student is enrolled.

The tuition fee of the BS in Nutrition & Dietetics undergraduate program is equivalent to a total of 132 credits. Students are required to pay all amounts due for the current semester before they may register for the following semester. For the undergraduate program offered by the Department of Nutrition Sciences, College of Health Sciences, the tuition fee is 1200 QR per credit hour. Tuition fees are calculated by multiplying the number of credit hours for each course by the tuition fees per credit hour of the college offering the course. For instance, for a three credit hours course, the total tuition fee for the course would be $3 \times 1200 = 3600$ QR (~ 968 USD).

For more information on the cost per credit, refer to QU Undergraduate Student Catalog (Chapter 5) found on the following link: https://www.qu.edu.qa/static_file/qu/students/Catalogs/VPAA_AQA_2023_2024_UG-Catalog_EN_All%20Colleges.pdf

Additional Costs may not be always required and are estimated as follows:

- **Application fees:** All undergraduate applicants to Qatar University are required to submit a QR 200 (non-refundable) application fee as part of their admission application. Admission applications will not be considered complete, and consequently an admission decision will not be made, until the application fee is submitted through the online Admission Application using Visa or Master Cards only. For more information, please visit the following link: https://www.qu.edu.qa/sites/en_US/students/admission/undergraduate/apply
- **Placement Tests:** All students are expected to possess minimum basic skills to be eligible for enrollment in their desired academic programs. In order to be considered for Undergraduate admission to Qatar University, all applicants applying to College of Health Sciences must demonstrate proficiency in English and Mathematics by satisfying the following minimum competency requirements as set by the University or pass the Foundation Program. Accordingly, applicants to Department of Nutrition Sciences, BSc. in Nutrition & Dietetics, must take the following placement tests

- ACCUPLACER ESL English placement test if they do not have the minimum required competency scores in English in IELTS or TOEFL iBT. The English placement test is also a condition to register for the English Foundation courses.
- QU-Placer Math placement test if they do not have the minimum required competency scores in Math in ACT International test (math component) and SAT I (math component).

Different placement tests incur varying fees as follows:

Placement Test	Test Fees (QR)	Validity
ACCUPLACER English	130	
IELTS	850	2 years
TOEFL iBT	803	2 years
QU-Placer Math	100	

For further details, please visit the following link.
https://www.qu.edu.qa/sites/en_US/students/admission/undergraduate/competency-requirements

- **Housing** (if needed): 2000 QR (~550 USD) for a single room, and 1100 QR (~300 USD) for a shared room per month at QU Female Housing. For more information, refer to: https://www.qu.edu.qa/sites/en_US/students/student-life/housing
- **Course Textbooks:** Textbooks are detailed in each didactic course syllabus. Their purchase may be optional or mandatory depending on the instructor's guidance. On average, textbook(s) cost varies between 200 to 350 QR per course.
- **Transportation:** A complimentary shuttle service is provided between all buildings at QU. Buses are color-coded for ease of identification. During the supervised practice year, SPP students are accountable for arranging transportation to and from all rotation sites unless they reside in QU Housing. If they live in the dormitories, they must inform the DNS clinical procedure department to arrange transportation services for them.
- **Parking:** During the didactic years, students can park their vehicles on-campus in designated areas. During SPP, students are responsible for any parking costs incurred at the sites.

NOTE:

Qatari and tuition-exempted students are relieved from Foundation Program and Undergraduate tuition fees unless explicitly expressed under certain conditions. Qatari and exempted students who do not complete their bachelor's degree requirements by the following credit hour limits will be assessed tuition fees for all additional credit hours taken until graduation

Financial Aid, Scholarship, and Refund of Tuition

Qatar University provides a variety of financial aid options to students. These programs are available to students whose financial situation may prevent them from continuing their university education. For additional information regarding financial aid, please contact the Student Financial Aid Section by Email at studentfund@qu.edu.qa or visit their website at: <http://www.qu.edu.qa/students/services/financial-aid>

Qatar University offers numerous scholarships and sponsorships programs to attract and support academically qualified students and students who are talented in the fields of scientific research, technology and innovation, literature and art, media, and athleticism. Although scholarships are granted on a

competitive basis. All scholarships and sponsorships programs cover tuition fees; however, some scholarships may also include one or more of the following:

- Textbooks
- Accommodation in university housing (two students per room) including transportation to/from campus.
- Annual ticket to the home country for non-resident students in Qatar.

Students (irrespective of their major) who drop one or more courses, or withdraw from the semester after the add/drop period, are subjected to the penalties. Further information is found in QU Undergraduate Student Catalog Chapter 5:

https://www.qu.edu.qa/static_file/qu/students/Catalogs/VPAA_AQA_2023_2024_UG-Catalog_EN_All%20Colleges.pdf

NOTE:

Withdrawal from a Course

After the regular drop/add period, students may withdraw from one or more courses before the withdrawal deadline for the semester, provided that the total number of credit hours carried does not fall below the minimum credit hour requirement of the program.

Withdrawal from the Semester

A process by which an undergraduate student who registered in courses in a semester requests, before a set deadline specified and published by the Office of the Vice President for Student Affairs, official permission to withdraw from all registered courses for the semester. Students granted approval to withdraw from a semester are considered as active students and may return to the university and register in courses in the following semester.

Withdrawal from the University

A process by which an undergraduate student requests official permission to suspend enrollment and depart permanently from the University without the immediate expectation to return. Students granted approval to withdraw from the university are considered as “inactive students”.

For more information, refer to QU Undergraduate Student Catalogue page 28.

Opportunity of Students Complaints in Qatar University

Qatar University is committed to a policy of fair treatment for its students/faculty/staff in their relationships with student, administration, faculty, staff and other members of the University community. The purpose of this policy is to establish and implement a complaint procedure. The nature of the complaints may be either academic or non-academic. Additional information can be found on the below link:

<https://www.qu.edu.qa/students/services/complaints>

Notice of Opportunity to File Complaints with the Accreditation Council for Education in Nutrition and Dietetics (ACEND)

The Accreditation Council for Education in Nutrition and Dietetics has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner, and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, ACEND will not intervene on behalf of individuals, or act as a court of appeal for individuals in matters of admissions, appointment, promotion, or dismissal of faculty or students. It will act only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints will not be considered.

A copy of the accreditation standards and/or the ACEND policy and procedure for submission of complaints may be obtained by contacting the education staff at: Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995, (800) 877-1600, Ext. 5400, www.eatright.org

Profession of Nutrition and Dietetics

Scope of Practice, Standards of Practice, Standards of Professional Performance - Academy of Nutrition and Dietetics (AND)

The Revised 2024 Scope and Standards of Practice for the Registered Dietitian Nutritionist (RDN) serves as a key resource for RDNs to understand the practice environment and standards that guide RDN practice; to use to evaluate, improve, and expand their practice, and to demonstrate and assure safe and quality practice for the individuals and organizations they serve. The RDN is educated and trained in food and nutrition science and dietetics practice. RDNs are integral members and leaders of interprofessional teams in health care, foodservice management, education, research, and other practice environments. They provide services in varied settings, such as health care; business and industry; community and public health systems; schools, colleges, and universities; the military; government; research; wellness and fitness centers; agribusiness; private practice; and communications. The Revised 2024 Scope and Standards of Practice for the Registered Dietitian Nutritionist can be found at www.cdrnet.org/scope.

Code of Ethics for the Nutrition and Dietetics Profession

The Academy of Nutrition and Dietetics (Academy) and its credentialing agency, the Commission on Dietetic Registration (CDR), 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 nutrition and dietetics practitioners in their professional practice and conduct. Nutrition and dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the profession and to set forth commitments and obligations of the nutrition and dietetics practitioner to the public, clients, the profession, colleagues, and all others to which they provide service. The updated Code of Ethics was approved by the Academy Board of Directors and the Commission on Dietetic Registration, effective June 1, 2018.

The code of ethics applies to:

- All members of the Academy who are credentialed by CDR
- All members of the Academy who are not credentialed by CDR
- All CRD credentialed practitioners whether or not they are members of the AND.

The Code of Ethics for the Nutrition and Dietetics Profession – Academy of Nutrition and Dietetics can be found on <https://www.eatright.org/-/media/files/eatright/coeforthenutritionanddieteticsprofession.pdf?rev=429477b900dc4c0f9e22dc983cd980aa&hash=616B2B79D3011781E27CB24839205E2E>

Professional Obligations

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by AND and its credentialing agency, CDR.

Responsibilities to the Public

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times.
4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.
5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
6. The dietetics practitioner does not engage in false or misleading practices or communications.
7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.

Responsibilities to Clients

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. The dietetics practitioner treats clients and patients with respect and consideration.
10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.
11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public"

Responsibilities to the Profession

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.
13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.
17. The dietetics practitioner accurately presents professional qualifications and credentials.
18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Responsibilities to Colleagues and Other Professionals

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

Licensure for Dietitians in Qatar

After completing the Nutrition & Dietetics undergraduate program in Qatar University, the student will be eligible to apply for licensure as a Dietitian in Qatar with the Ministry of Public Health (MoPH). The Ministry of Public Health sets the registration requirements for Dietitians in Qatar.

As per circular number (15/2022) issued by Ministry of Public Health – State of Qatar, DNS graduates who seek working in governmental/ semi-governmental health institutions and private hospitals are able work upon graduation in case of any vacancy, in which the one-year professional experience required to obtain licensure is waived for DNS graduates.

According to the abovementioned circular, DNS graduates who seek working in other health facilities in the private sector, are required to have licensed clinical work experience in their scope of practice for six months or undergo training under supervision for the same duration after obtaining the required approval from Department of Healthcare Professions / Ministry of Public Health – State of Qatar.

Information about Licensure / registration requirements for Dietitians are available on the website: <http://www.qchp.org.qa>

Further information is found in Appendices B,C,D.

Credentialing Process (to become an RD/RDN)

To become a Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN), you will need to:

1. **Earn a minimum of a graduate degree from an accredited dietetics program.** Classes vary according to program, but in general, coursework covers subjects that may range from food and nutrition sciences, foodservice systems management, business, economics, computer science, culinary arts, sociology and communication to science courses such as biochemistry, physiology, microbiology, anatomy and chemistry. **A master's degree is required to be eligible for the RDN exam.** Some accredited programs include a master's degree, while other students complete their undergraduate in dietetics and earn a master's degree in another field (e.g. public health, communications, etc.).
2. **Complete a supervised practice requirement.** In addition, individuals must complete at least 1,000 hours of supervised practice to gain real-world experience and apply knowledge learned in the classroom to the context of a variety of work settings.
3. **Pass a national exam for RDNs.** Once you complete your degrees and supervised practice, you may schedule to take CDR's Registration Examination for Registered Dietitians to become a credentialed as registered dietetics nutritionist. This is called "RDN eligibility," meaning you have completed the requirements to become eligible to take the national exam.
4. **Meet requirements to practice in your state.** Many states have regulatory laws (i.e. licensure) for food and nutrition practitioners. All states accept the RDN credential for state licensure purposes.

5. **Stay up-to-date in dietetics through continuing education.** After successfully passing the national exam and earning the credential, RDNs maintain ongoing professional development in order to stay up to date on the latest research, recommendations and best practices.

For further information is found on the following link: <https://www.eatright.org/become-an-rdn>

Note:

*Please note that **effective January 1, 2024**, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to take the credentialing exam to become a registered dietitian nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023.*

*For more information about this requirement visit CDR's website:
<https://www.cdrnet.org/graduatedegree>*

Student Information - Faculty Directory

Name	Title	Location	E-mail	Phone
Dr. Maya Bassil	Associate Professor / Head of Department	I06 – SA 1.18	Basil.maya@qu.edu.qa	4403-6041
Dr. Tahra El-Obeid	Associate Professor	I06 – SA 2.27	Tahra.e@qu.edu.qa	4403-4811
Prof. Hiba Bawadi	Professor	I03 – 233	hbawadi@qu.edu.qa	4403-6586
Prof. Zumin Shi	Professor	I06 – SA 2.28	zumin@qu.edu.qa	4403-6037
Prof. Reema Tayem	Professor	I06 – SA 2.29	Reema.tayyem@qu.edu.qa	4403-7505
Dr. Layal Karam	Associate Professor	I06 – SA 2.26	lkaram@qu.edu.qa	4403-6042
Dr. Alaa Rajabi	Assistant Professor	I06 – SA 4.05	arajabi@qu.edu.qa	4403-4805
Ms. Tamara Al Abdi	Lecturer	I06 – SA 4.09	Tamara.alabdi@qu.edu.qa	4403-4810
Ms. Hiba Chatila	Lecturer	I06 – SA 1.16	hchatila@qu.edu.qa	4403-6040
Ms. Joyce Moawad	Lecturer / Clinical coordinator	I06 – SA 4.09	jmoawad@qu.edu.qa	4403-6552
Ms. Maria Al Anzi	Lecturer	I06 – SA 2.22	malanazi@qu.edu.qa	4403-6585
Ms. Grace Attieh	Lecturer	I06 – SA 4.09	gattieh@qu.edu.qa	4403-7509
Ms. Aya Hamdan	Teaching assistant	I06 – SA 1.16	ayahamdan@qu.edu.qa	4403-6039
Ms. Aljazi Al Qahtani	Teaching assistant	I06 – SA 2.22	AlJazi.AlQahtani@qu.edu.qa	4403-6019
Ms. Nouf Al-Mansoori	Teaching assistant	I06 – SA 2.22	n.al-mansoori@qu.edu.qa	4403-6585
Mr. Khalifa Al-Hamed	Teaching assistant	I06	k.alhamad@qu.edu.qa	4403-4801
Mr. Jaafar Pakari	Lab technician	I06 – SA 2.15	JaafarPakari@qu.edu.qa	4403-4799

DNS mailing address
Department of Nutrition Sciences
Ibn Al Bitar Campus
Room SA 1.17 PO Box 27 13
Doha, Qatar
Tel: (974) 4403 4800
Fax: (974) 4403 4801
Email: health@qu.edu.qa

URL: http://www.qu.edu.qa/artsscience/health/human_nutrition/index.php

Frequently Asked Questions

1. What is Foreign Dietitian Education (FDE) Program?

ACEND's FDE standards are tailored to meet the needs of the host country under the assumption that graduates do not intend to practice in the United States. All 700 hours of supervised practice are completed in the host country. For more information, refer to: <https://www.eatrightpro.org/acend/accreditation-process/frequently-asked-questions/faqs-about-types-of-acend-accredited-programs>

2. Where can I find information about important academic dates?

Each year, important dates for the academic year are listed in the undergraduate calendar. It is available online.

3. Where do I find the schedule of courses for particular semester?

The course schedule is available at <http://myqu.qu.edu.qa/myacademics/Banner>

4. Why do I have to see the faculty advisor?

The advising process is designed to help students in planning their academic progress at the University. As a recently admitted student, you should become familiar with the advising process.

5. When to see your advisor?

- To discuss any problems which may affect your academic performance.
- To select courses for the upcoming semester.
- To discuss your academic progress.
- To discuss dropping a class.

6. How to see your advisor?

Become familiar with your advisor's office hours and schedule. Whenever possible, call to make appointment instead of dropping by without one. Right before registration is typically the busiest times for advisors. Make an appointment as soon after class schedules come out to avoid the rush.

7. If I finish early, can I start SPP?

All DNS students must follow the study plan and fulfill requirements for each course. DNS is not responsible for any delay caused by not fulfilling the requirements, late registration or failing in course. The department will not change the sequence of offered courses. The supervised professional practice (SPP1): NUTR 494 is offered only in Spring each year.

If any student did not follow the study plan and is ahead of it, DNS will not offer SPP 1 in Fall. As such, the student has to wait until Spring to start SPP 1 (NUTR 494).

8. Can a student or graduate apply for SPP only?

No, the undergraduate program of DNS in QU is a combined program; meaning that SPP (Supervised Practice Program) is integrated with the didactic courses offered by DNS. Students who have completed the didactic courses outside QU, are not eligible to solely enroll in SPP.

9. Is the certificate obtained from DNS equivalent to licensing certificate in State of Qatar?

No. Graduates are expected to refer to guidelines set by Ministry of Public Health in Qatar, as stated on their website: www.moph.gov.qa

10. How can I obtain equivalency for my BSc. academic degree certificate earned at Qatar University?

The Commission on Dietetic Registration (CDR) mandates individuals with foreign degrees, educated outside the United States and its territories, to fulfill specific educational requirements and adhere to a distinct process to obtain Registered Dietitian Nutritionist (RDN) or Registered Dietitian (RD) credentials.

If you completed your undergraduate program in Nutrition & Dietetics at Qatar University and are seeking equivalence of your degree in the US, it's crucial to have your academic degree(s) validated as equivalent to a bachelor's degree conferred by a US regionally-accredited college or university. The summary section of the evaluation report should explicitly state this equivalence.

You can find a list of identified independent non-profit agencies that perform this specialized service on the following link: <https://www.eatrightpro.org/acend/students-and-advancing-education/international-students/foreign-degree-evaluation-agencies>

Several types of evaluations are available. A detailed course-by-course evaluation will be the most useful for the program director of a Didactic Program in Dietetics, Coordinated Program in Dietetics, or Graduate Program, as it will evaluate your previous academic preparation and identify the courses needed to meet the dietetics course requirements.

Please ensure that all completed evaluations document the statement "regionally accredited" on the official evaluation report.

For more information, please refer to: <https://www.eatrightpro.org/acend/students-and-advancing-education/international-students/faqs-for-foreign-degrees>

Career Opportunities

Why major in Nutrition & Dietetics at QU?

Qatar University is the only institution in the country that offer B.Sc. in Human Nutrition. The B.Sc. in Nutrition & Dietetics is referred to as a Foreign Dietitian Education Program (FDE) accredited by ACEND. Dietetics is the practical application of nutrition in the prevention of disease. Dietetics is an exciting and challenging profession because there are many diseases that are related to nutrition.

Career Options: What can I do when I graduate?

As a Nutrition & Dietetics graduate you have many career options. The balance of courses in social sciences and biological sciences, and integration of these in human nutrition courses in DNS prepare you for many career options. You can get a job related to food and nutrition.

Potential Employers in Qatar:

1. Ministry of Public Health (MoPH)
2. Hamad Medical Corporation Hospitals (HMC)
3. Primary Health Care Corporation (PHCC)
4. Qatar Foundation Hospitals & Research Centers (QF)
5. SIDRA Medicine
6. Aspire and Aspetar
7. Qatar Diabetes Association
8. Private hospitals
9. Supreme Council of Education & Schools
10. Private nutrition clinics
11. Foodservice Industry
12. Foodservice departments in hotels and restaurants
13. Health Spas and fitness centers
14. Diet centers
15. Schools
16. Wellness coordinators
17. Nursing homes



Appendices



Appendix A. DNS Admission Forms

Student Consent Form

Annual Physical Exam Form

QU HEALTH - Fitness for Duty Questionnaire

QU Health Guidance – Fitness for Duty



Qatar University
College of Health Sciences – Health Sector
Department of Nutrition Sciences

Date: _____

Name: _____

ID Number: _____

E-mail: _____

Signature: _____

Qatar University
Department of Nutrition Sciences
BSc. in Nutrition & Dietetics
Student Consent Form

I have received and read in its entirety a copy of the Department of Nutrition Sciences Handbook. I understand and agree to abide by the rules set forth in the document and accept all responsibilities associated with being a DNS student.

Signature

Date

I have also read and understood the policies for progression as located in the QU student handbook and completion of the Department of Nutrition Sciences.

Signature

Date

I understand and accept that I have to complete a supervised practice program (SPP) which will require a signed contract and I will be required to submit to their policies and procedures. This will include, but not be limited to, attending Orientation sessions, Basic Life support (BLS) course, submission of my Passport copy, Residents Permit number, copies of Student ID and National ID.

Signature

Date

Annual Physical Exam

Name:		QU ID:	
Date of physical examination		Name of examiner <i>(Please print)</i>	
I have examined _____ and find that she has:			
1. No evident health problems that interfere with her performance of required clinical activities.			
2*. The following health problem(s)/restriction(s) which may/may not interfere with her performance of required clinical activities.			
3*. Significant health problem(s) which could interfere with her performance of required clinical activities.			
Pregnancy Test <i>(for married females only)</i>	Positive	Negative	N/A
Test for Hepatitis (B/C)	Positive		Negative
Signature of health care provider			

*Please explain #2 or #3 if checked and attach additional pages if necessary



QU Health | Fitness for Duty Questionnaire

Dear Student,

Congratulations on joining QU Health. Now that you are enrolled in your program, we need to ascertain that you are able to conduct your academic and non-academic (clinical/technical) duties responsibly and safely. To that end, we ask you to complete this questionnaire during your orientation week and acknowledge the technical standards demonstrating your fitness for duty.

In the case that it is decided that you are not fit for duty, the department/college will provide you with advice on measures to undertake and will make every endeavor to support you in considering the next appropriate step (continuing your enrollment, taking leave of absence, or finding a place in an alternative program).

You have a duty to provide all the relevant, truthful, and accurate information to the department/college and no information should be withheld. Any failure to do so may result in reconsideration of your fitness to continue with the program.

You can be assured that the information will remain confidential. Please start by completing Section 1 and go on to each of the following questions in Section 2 and in the case of positive answers provide additional information in the space provided (or attach details if space is insufficient).

Finally, please read the information provided in Section 3 carefully and complete the declaration that you comply with the technical standards of Fitness for Duty.

SECTION 1 | Personal Details

Title	Choose an item.
Full Name	Full name.
Nationality	Choose an item.
Date of Birth	DD/MM/YYYY.
QU Student ID	Click or tap here to enter text.
Telephone number	Click or tap here to enter text.
E-mail address	Click or tap here to enter text.
College	Click or tap here to enter text.
Program applied for	Click or tap here to enter text.

SECTION 2 | Health and Functional Capabilities

1. Do you have problems with any of the following?

a) Mobility ¹ e.g., walking, using stairs	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Agility ¹ e.g., bending, reaching up, kneeling, maintaining balance	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Dexterity ¹ e.g., writing, using tools	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Physical exertion ¹ e.g., lifting, carrying	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Communication ² e.g., speech	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) Hearing ³ e.g., deaf, hard of hearing, tinnitus.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES , do you use a hearing aid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g) Vision ⁴ e.g., blind, visual impairment, color blindness, tunnel vision, nystagmus, squint	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES , please enclose the most recent visual test results as an attachment to this form	
h) Learning e.g., dyslexia, dyspraxia, dyscalculia, impaired concentration	<input type="checkbox"/> Yes <input type="checkbox"/> No

If **YES** to any of the above, please give details e.g., extent of impairment, any support needs or course adjustments required

Click or tap here to enter text.

¹ Must also comply with **motor function** requirements as part of **technical standards** for Fitness for Practice (section 3).

² Must also comply with **communication skill** requirements as part of **technical standards** for Fitness for Practice (section 3).

³ Must also comply with **observation skill** requirements as part of **technical standards** for Fitness for Practice (section 3).

⁴ Must also comply with **observation skill** requirements as part of **technical standards** for Fitness for Practice (section 3).



2. **Have you ever required special arrangements at school to overcome any learning barriers e.g., equipment, extra time in exams** Yes No

If yes, please give details
Click or tap here to enter text.

3. **Do you have, or have you had, any of the following?**

- | | |
|---|--|
| a) Chronic Skin Condition e.g., eczema, psoriasis | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b) Neurological disorder e.g., epilepsy, multiple sclerosis | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c) Allergies e.g., latex, medicines, foods | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d) Endocrine disease e.g., autoimmune diseases, Cushing syndrome | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e) Hep B/Hep C/HIV | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If **yes** to any of the above, please give details (e.g., when condition developed, effects and treatment)

Click or tap here to enter text.

4. **Have you ever been affected by:**

- | | |
|--|--|
| a) Sudden loss of consciousness e.g., a fit or seizure | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b) Chronic fatigue syndrome (or similar condition) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c) An illness requiring more than two week's absence from school or work | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d) Mental health issues e.g., Depression, phobias, nervous breakdown, personality disorder, over-dose, self-harm, drug, or alcohol dependency | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e) An eating disorder e.g., bulimia, anorexia nervosa, compulsive eating | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If **yes** to any of the above, please give details (e.g., when condition developed, effects and treatment)

Click or tap here to enter text.

5. **Are you currently taking any medication or treatment?** Yes No

If **yes**, please give details below

Click or tap here to enter text.

6. Do you have any impairment or health condition not already mentioned?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes , please give details below		
Click or tap here to enter text.		
7. What is your height?	in cm.	What is your weight? in kg.

Declaration

- I certify that my answers to the questions are complete, accurate and no information has been withheld.
- I understand that if this is later shown not to be the case it may result in the offer of a place being withdrawn or reconsideration of my suitability to continue with my Major.
- The information supplied by you on this questionnaire will be used as evidence of your fitness to study and train.
- I give my consent to provide the admission team/Assistant Dean for Student Affairs at QU Health with any medical information relevant to my application/evaluation.

Signature		Date	Click or tap to enter a date.
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Section 3: Technical standards of Fitness for Duty

Meeting the technical standards of Fitness of Duty is a requirement for admission and continuation in your program of study. These technical standards ascertain that you possess specific characteristics and abilities to complete the rigorous academic program and demonstrate fitness to conduct your responsibilities and meet expectations as a future practicing health professional.

It is important that you familiarise yourself with these technical standards so that you are aware of your responsibilities and expectations to demonstrate Fitness for Duty. Any breach of these standards could undermine patient and public trust in the College and the health profession. So, full compliance with these standards is paramount.

We ask that you read through the standards and sign the form below to acknowledge your commitment to comply with the technical standards. This form must be signed before you can begin learning to become a health professional.

<p>Observational Skills</p>	<ul style="list-style-type: none"> - Students must be able to observe, acquire, interpret, and apply professional knowledge and skills in different formats within the classroom, laboratories, and clinical and non-clinical settings. - Students must possess and combine the functional use of observational skills to observe and assess patients accurately at a distance and close at hand. These skills include visual, auditory, somatic, and other sensory modalities necessary to assimilate and discriminate types of information.
<p>Communication Skills</p>	<ul style="list-style-type: none"> - Students must possess interpersonal skills and be able to communicate effectively and efficiently with faculty, students, patients, their families/caregivers, and with all members of the health multidisciplinary team using both oral and written communication skills. - Students must be able to comprehend, extract, and create verbal and non-verbal information including written material (e.g., medical records, laboratory reports, patient charts, and prescriptions).
<p>Motor Skills</p>	<ul style="list-style-type: none"> - Students must possess sufficient motor function to execute required procedural movements to provide general and/or emergency care to patients in healthcare settings (e.g., physical examinations, surgical or other technical procedures including diagnostic or therapeutic maneuvers requiring physical mobility, posture control, and coordination of both fine and gross neuromuscular movements).
<p>Intellectual/ Conceptual/ Integrative & Quantitative Abilities</p>	<ul style="list-style-type: none"> - Students must have sufficient cognitive abilities to assimilate detailed and complex information in a multi-task setting. These include capabilities to retain, recall, measure/calculate, interpret, analyze, synthesize, and transmit technical information. - Students must also possess problem-solving skills to formulate and test hypotheses, discern complex relationships, and make informed decisions in a timely manner.
<p>Behavioral/ Societal & Ethical Attributes</p>	<ul style="list-style-type: none"> - Students must understand and accept their roles and responsibilities as health care providers within their communities. - Students must consistently demonstrate empathy, integrity, honesty and respect for self and others.

- Students must always demonstrate professionalism. They must comply with policies, ethical, legal, and professional standards, and codes of conduct applicable to the Program, College, and nature of the Profession. Failure to always demonstrate appropriate behavior may result in dismissal.
- Students must possess the physical and emotional health required to function effectively in demanding and uncertain environments inherent to clinical practice. They must possess the demeanor, maturity, and adaptability to use their intellectual abilities, exercise good judgement and cope with stressful/dynamic situations.

Declaration

- I have read the technical standards above.
- I undertake to comply with them and seek clarification on any areas of uncertainty.
- I agree to familiarize myself with any subsequent revisions.

Signature

Date

Click or tap to enter a date.



QU Health guidance | Fitness for Duty

Contents: <ul style="list-style-type: none">• Source• Purpose• Who Should Know This Guidance• Guidance Statements• Technical Standards• Procedures• Fitness For Duty Evaluation Flowchart• Appendix	Version Number: 1.0
	Effective Date: Click or tap to enter a date.
	Approved by: Click or tap here to enter text.

Source

This guidance was developed by the Academic Quality Department (AQD) at QU Health. The guidance statements, standards and procedures are enforced by College Deans and Heads of Departments. The AQD is responsible for overseeing and monitoring the implementation of this guidance.

Purpose

The purpose of this guidance is to set technical standard requirements to assess QU Health students' Fitness for Duty. It is also to establish and implement processes involving Fitness for Duty evaluations to determine the student's ability to conduct their academic and clinical duties safely and responsibly. The overarching aim is to ensure that QU Health student does not jeopardize the safety and well-being of self, patients, fellow students, health professionals or other personnel in their learning environment within QU Health premises and clinical training sites.

Who should know this guidance.

- Vice President of Health & Medical Sciences
- Dean
- Director / Head of Department
- Faculty
- Student
- All employees

Definitions & Glossary

VPHMS	Vice President of Health & Medical Sciences Office
ADSA	Assistant Dean for Student Affairs
Fitness for Duty evaluation	<p>An evaluation exercise to determine the student's ability to conduct academic and non-academic (clinical/technical) duties responsibly and safely. The evaluation is conducted when the need arises (concern raised by faculty/ preceptor). The evaluation is performed by a qualified, independent specialist in occupational medicine who is elected by a panel of QU Health members and stakeholders from the health system.</p> <p>The evaluator must be a non-QU affiliated practitioner who is neither involved in teaching or assessing students nor provide medical care to them.</p> <p>Note: this is not a confidential clinical consultation between the student and the evaluator.</p>
Fitness for Duty evaluation Report	A written report by the elected evaluator specialist who conducted the fitness for duty evaluation. The report is addressed to the Student Fitness for Duty Committee (SFDC) chair and HoD/ADSA.
HoD	Head of Department
Impairment	A medical or behavioral issue causing disability /ill-health status/other welfare issues which may impact a student's academic, or non-academic (clinical/technical) performance.
SFDC	<p>Student Fitness for Duty Committee which oversees the academic and professional development of students and ascertains their continuing Fitness for Duty.</p> <p>The committee members are appointed by the Dean and include senior faculty members with extensive professional practice experience in addition to representatives of key stakeholders from the health system.</p>
Technical standards	These are a set of criteria established by faculty, in consultation with relevant stakeholders, to ensure that all students meet the ethical responsibility of program, College and QU Health to society by providing competent and compassionate health professionals who conduct their duties safely and responsibly.

Guidance statements

Item	Statement
1	All QU Health students enrolled into academic programs which involve direct patient care as part of their future health profession must meet the <i>technical standards</i> of Fitness for Duty.
2	All students in these programs must sign and endorse acknowledgement of such technical standards and complete the Fitness for Duty Questionnaire [appendix] during the orientation week as a contingency of their continued enrollment in their academic program. This becomes a permanent part of their academic record.



Item	Statement
3	Compliance with <i>technical standards</i> is assessed via Fitness for Duty evaluations which are conducted by an elected specialist(s) in occupational medicine when concerns are reported, and the need arises to determine if an enrolled student's academic or technical performance is/may be impacted by a medical impairment.
4	QU Health students may require a Fitness for Duty evaluation if: <ul style="list-style-type: none"> (i) There is a report from faculty/adjunct clinical faculty, or a preceptor to the HoD or ADSA regarding a concern about a student that may risk the safety and well-being of self, fellow students, patients, faculty, health professionals, or any other personnel involved in their learning environment at a QU Health site/clinical setting. (ii) There is a report from faculty/adjunct clinical faculty, or a preceptor to the HoD or ADSA regarding a concern about a student that is struggling to meet the <i>technical standards</i> for continuation, progression, and graduation.
5	During the Fitness for Duty evaluation process, students may be removed from the learning environment by the HoD if there is a legitimate safety/wellbeing concern (subject to approval from the Dean). Depending on the level of concern, they are placed on ' <i>leave of absence</i> ' pending completion and communication of the evaluation outcome.
6	The SFDC determines whether the student meets the <i>technical standards</i> (with or without reasonable accommodation which may be granted so long as the student is able to perform in an independent manner).
7	Depending on the level of safety/wellbeing concern and the evaluation outcome, QU Health reserves the right not to permit the student to continue in the program (as per the official consent signed by the student during orientation). QU Health will support the student in exploring a transfer to other suitable programs.
8	The cost for Fitness for Duty evaluations is the responsibility of the College. Any cost associated with any management or treatment required to either support, inform or maintain compliance with Fitness for Duty technical standards is the sole responsibility of the student.

Technical Standards

Observational Skills	<ul style="list-style-type: none"> - Students must be able to observe, acquire, interpret, and apply professional knowledge and skills in different formats within the classroom, laboratories, and clinical and non-clinical settings. - Students must possess and combine the functional use of observational skills to observe and assess patients accurately at a distance and close at hand. These skills include visual, auditory, somatic, and other sensory modalities necessary to assimilate and discriminate types of information.
Communication Skills	<ul style="list-style-type: none"> - Students must possess interpersonal skills and be able to communicate effectively and efficiently with faculty, students, patients, their families/caregivers, and with all members of the health multidisciplinary team using both oral and written communication skills.



	<ul style="list-style-type: none"> - Students must be able to comprehend, extract, and create verbal and non-verbal information including written material (e.g., medical records, laboratory reports, patient charts, and prescriptions).
Motor Skills	<ul style="list-style-type: none"> - Students must possess sufficient motor function to execute required procedural movements to provide general and/or emergency care to patients in healthcare settings (e.g., physical examinations, surgical or other technical procedures including diagnostic or therapeutic maneuvers requiring physical mobility, posture control, and coordination of both fine and gross neuromuscular movements).
Intellectual/ Conceptual/ Integrative & Quantitative Abilities	<ul style="list-style-type: none"> - Students must have sufficient cognitive abilities to assimilate detailed and complex information in a multi-task setting. These include capabilities to retain, recall, measure/calculate, interpret, analyze, synthesize, and transmit technical information. - Students must also possess problem-solving skills to formulate and test hypotheses, discern complex relationships, and make informed decisions in a timely manner.
Behavioral/ Societal & Ethical Attributes	<ul style="list-style-type: none"> - Students must understand and accept their roles and responsibilities as health care providers within their communities. - Students must consistently demonstrate empathy, integrity, honesty and respect for self and others. - Students must always demonstrate professionalism. They must comply with policies, ethical, legal, and professional standards, and codes of conduct applicable to the Program, College, and nature of the Profession. Failure to always demonstrate appropriate behavior may result in dismissal. - Students must possess the physical and emotional health required to function effectively in demanding and uncertain environments inherent to clinical practice. They must possess the demeanor, maturity, and adaptability to use their intellectual abilities, exercise good judgement and cope with stressful/dynamic situations.

Procedures

SFDC role and membership	<ul style="list-style-type: none"> - The student fitness for duty committee (SFDC) is established at QU Health level to determine whether a student meets the technical standards [with(out) reasonable adjustments]. - Roles and responsibilities of the SFDC include: <ul style="list-style-type: none"> (i) Preliminary assessment of the reported fitness for duty cases escalated by the ADSA/HoD following a raised concern/reported incident by faculty, adjunct faculty, preceptor in clinical setting. (ii) Determine whether there is a need for fitness for duty <i>evaluation</i>. (iii) Elect an independent specialist (evaluator) in occupational
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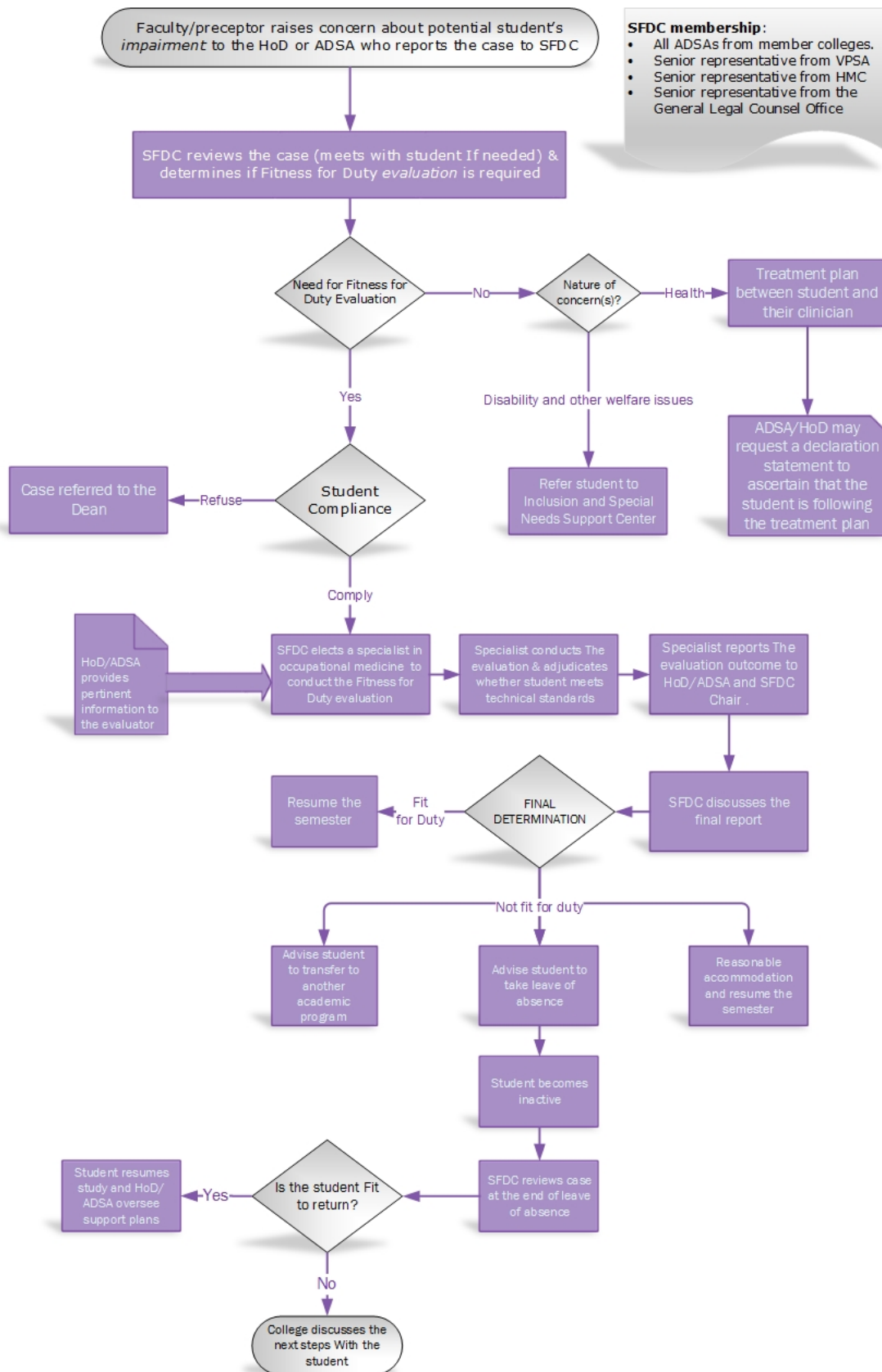
	<p>medicine to conduct the evaluation and adjudicate whether the student meets technical standards.</p> <ul style="list-style-type: none">(iv) Make a final determination on the escalated fitness for duty case after discussing the final report submitted by the evaluator.(v) Reassess students appeals upon president requests and communicate final outcomes to the president, VPMH and the Dean. <p>- The SFDC members include:</p> <ul style="list-style-type: none">(i) Assistant Deans for Student Affairs from all college members at QU Health.(ii) Senior representative from Vice President of Student Affairs office.(iii) Senior representative from Hamad Medical Corporation and other key stakeholders from the Health Sector.(iv) Senior representative from the General Legal Counsel office.
Initial report regarding concern on Fitness for Duty	<ul style="list-style-type: none">- A faculty, adjunct faculty, preceptor in clinical/non-clinical training setting who is involved in the student's learning environment raises concerns about the student's impairment to the HoD or ADSA.- The HoD or ADSA review the raised concerns and report to the SFDC to review, action and notify the Dean.- The SFDC reviews the case and meet the student to assess the reported concern and determine if a Fitness for Duty <i>evaluation</i> is required.- If the student refuses the SFDC determination of Fitness for Duty Evaluation, the case is referred to the Dean to assess the level of concern, its implication and the student's ability to continue in the curriculum.- The Dean makes a final determination on the need for evaluation in consultation with the VPHMS.
Fitness for Duty Evaluation	<ul style="list-style-type: none">- The SFDC elects a specialist in occupational medicine (non-QU affiliated) after consultation with the Dean to conduct the Fitness for Duty evaluation.- The HoD /ADSA sends the completed form along with any other pertinent information to the evaluator regarding the case.- Once the evaluation is complete, the evaluator drafts a determination report addressed to the HoD or ADSA with supporting information to adjudicate whether the student meets the <i>technical standards</i>.- The HoD or ADSA share the report with the student and Chair of SFDC. The committee considers the report and makes final determinations about the student's Fitness for Duty and seeks approval from the Dean.- The SFDC may consider requesting a meeting with the student in the process.



Fitness for Duty outcomes	<p>If the SFDC determines that the student is not fit for duty, options for action include (but not limited to):</p> <ul style="list-style-type: none">(i) Consider reasonable adjustments for the student and they continue in the semester (so long as such adjustments do not involve significant budgetary/staffing investments beyond the college capacity or cause significant disruption impacting other students' learning experience).(ii) Advise the student to take medical/personal leave of absence (in accordance with QU guidance on student withdrawal from the University and subject to progression timeline); or,(iii) Advise the student to transfer to another academic offering (subject to transfer policy of the host program).
Student appeal & re-evaluation	<ul style="list-style-type: none">- The student may appeal the SFDC determination and submit it to Qatar University (QU) President within five (5) business days of being officially notified of the decision.- The appeal letter must include the reasons for appeal and the student must present compelling evidence to demonstrate their fitness for duty.- The president considers the student's grounds of appeal, and renders a decision to:<ul style="list-style-type: none">(i) Accept the student appeal and request reevaluation by the SFDC.(ii) Reject the student appeal (and support the SFDC original determination).- The president decision is final, and the student shall not pursue further appeals.- During the appeal process, the student is not be permitted to continue in the curriculum until the appeal outcome is determined.- In case the appeal is accepted by the president, the SFDC reconvenes to re-evaluate the case and communicates the outcome to the president, VPMH and the dean within five (5) business days of the appeal deadline.- The dean communicates the outcome on appeal to the student within three (3) business days of the SDFC decision.- The Fitness for Duty Evaluation Report and all relevant records regarding the SFDC decisions and determinations are kept in the student's academic record.- A Fitness for Duty Evaluation Report is valid for up to <i>six months</i>. A new evaluation may be required after (for SFDC determinations recommending medical/personal leave of absence).



Fitness for Duty evaluation Flowchart





Appendix – Fitness for Duty Questionnaire



QU Health Form -
Fitness for Duty Que

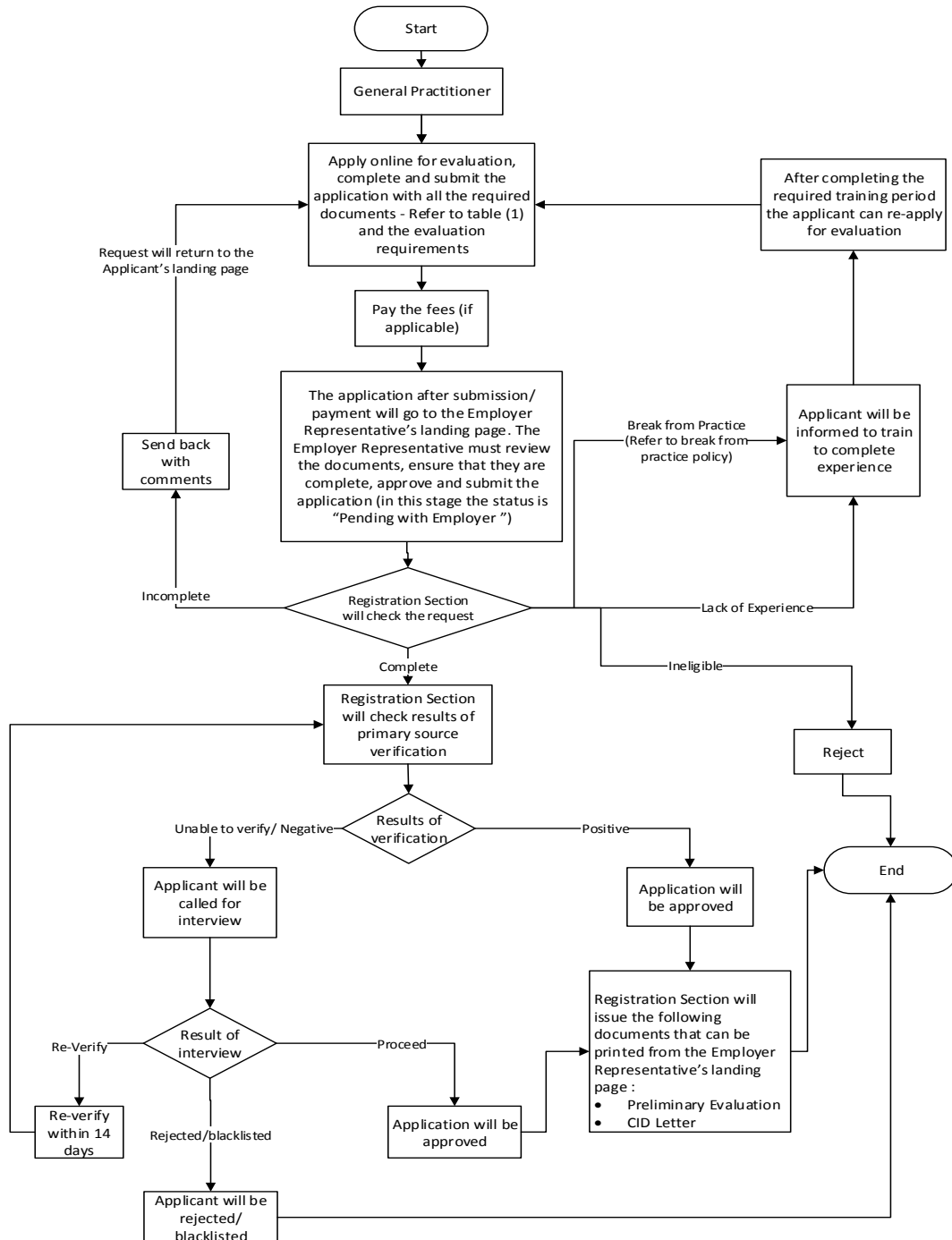
**Appendix B. Licensure in Qatar: Guidelines for Allied Healthcare Professions - Ministry of Public Health,
Doha-Qatar**



Guidelines for Allied Healthcare Professions (AHP)



1. Registration/Evaluation process map



- ❖ The applicant should follow up on the request with the employer representative.
- ❖ For break from practice policy, refer to attachment "1" in the [“Additional Attachments”](#) document.
- ❖ Preliminary evaluation is only valid for 6 months.



Registration/Evaluation Requirements

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions' [website](#), complete the online application and pay the required fees (if applicable).

Submit an electronic “Apply for Evaluation” request and upload the below mentioned required documents:

1. Copy of valid passport.
2. Copy of valid QID (front and back) or the national number* with copy of the document.
3. One recent photo (according to photo criteria stated in [circular \(04-2014\)](#) or in the “[Additional Attachments](#)” document).
4. An up to date [Curriculum Vitae \(C.V\)](#).
5. Copy of all academic certificates relevant to applicant’s scope with official transcript (refer to Table no. 1).
6. Copy of the recent work experience certificates (with an issue date) required according to applicant’s scope (refer to Table no. 1).
7. Copy of valid medical/registration licenses accompanying the required years of work experience (if applicable).
8. Copy of primary source verification report.
9. The verification report will be reviewed during this phase; any misleading information provided will result in further investigations and could result in disciplinary action.
10. Copy of the passing certificate of the qualifying exam (if applicable).

*The National number depends on each country such as the national ID in Sudan, the national insurance number in UK, the multi-purpose number in the Philippines...etc.

Notes

- Applications that do not meet the requirements above will be sent back to the applicant.
- The evaluation does not obligate the Department of Healthcare Professions to grant the applicant any specific degree or title.
- Please note that the verification process done by the verification companies replaces attestation of certificates by related competent authorities (i.e.: certificates do not have to be attested).
- The certificate of good standing will be required in the licensing phase unless the case requires otherwise.
- It is the applicant’s responsibility to follow up on the verification report and the certificate of good standing.
- Applicants/employer representatives can follow up on the certificate of good standing with QCHPGoodSt@moph.gov.qa



- Original documents/certificates might be requested on a case by case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the website of the Department of Healthcare Professions frequently to check for updates of the requirements.
- A case by case assessment may be implemented.

You can follow-up on the request with your employer representative.

Table No. "1"

Scope of practice		Education requirements	Experience requirements	Other requirements
Allied Health Practitioners (AHP)	Therapist/ Technologist	Bachelor's degree	In general, 2-5 years post graduate experience in the related field (depending on the scope of practice)	<ul style="list-style-type: none"> • The Allied Health Practitioners counts for more than 50 scopes of practice* from different educational qualifications and expertise * Some specialties are evaluated by specialized committees on a case by case basis
	Technician	Diploma, or equivalent from a recognized institutions.	In general Minimum 2 years post graduate experience in the related field or on a case by case basis (unless otherwise indicated)	

- Please refer to the website of the Healthcare Professions Department to check the detailed [AHP Scope Requirements](#).



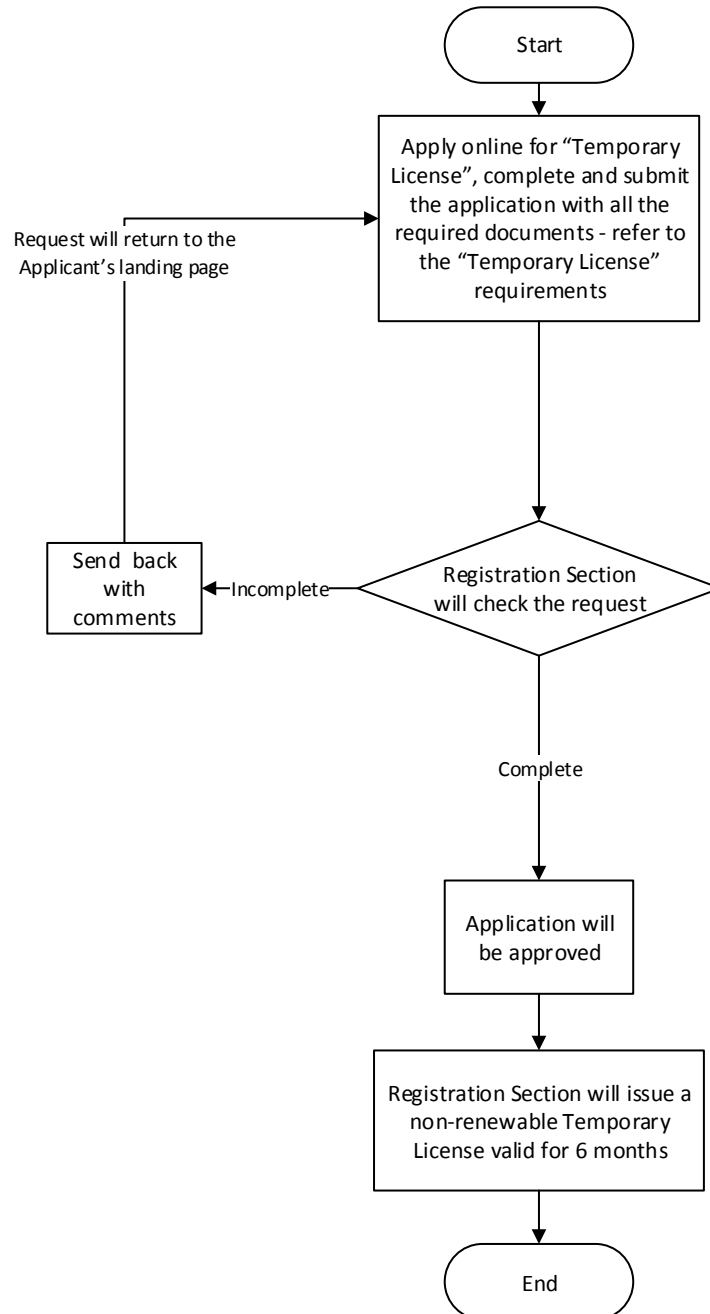
Training Letter requirements

Applicants with a break from practice or lack of experience can apply for training after providing the Registration Section with the below mentioned documents in their evaluation application (please check the break from practice policy: attachment "1" in the "[Additional Attachments](#)" document):

1. No Objection Letter from the employer requesting for approval from the Department of Healthcare Professions' for the applicant to work as trainee within their institution.
2. Valid copy of the Medical License of the supervisor who the applicant will be working under his/her supervision.
3. Copy of the applicant's Qatari ID (front and back).



2. Temporary License Process Map





Temporary License Requirements:

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions' [website](#), complete the online application and pay the required fees (if applicable).

Submit an electronic “Apply for Temporary License” request and upload the below mentioned required documents, (documents uploaded in the evaluation will remain available on the system unless expired):

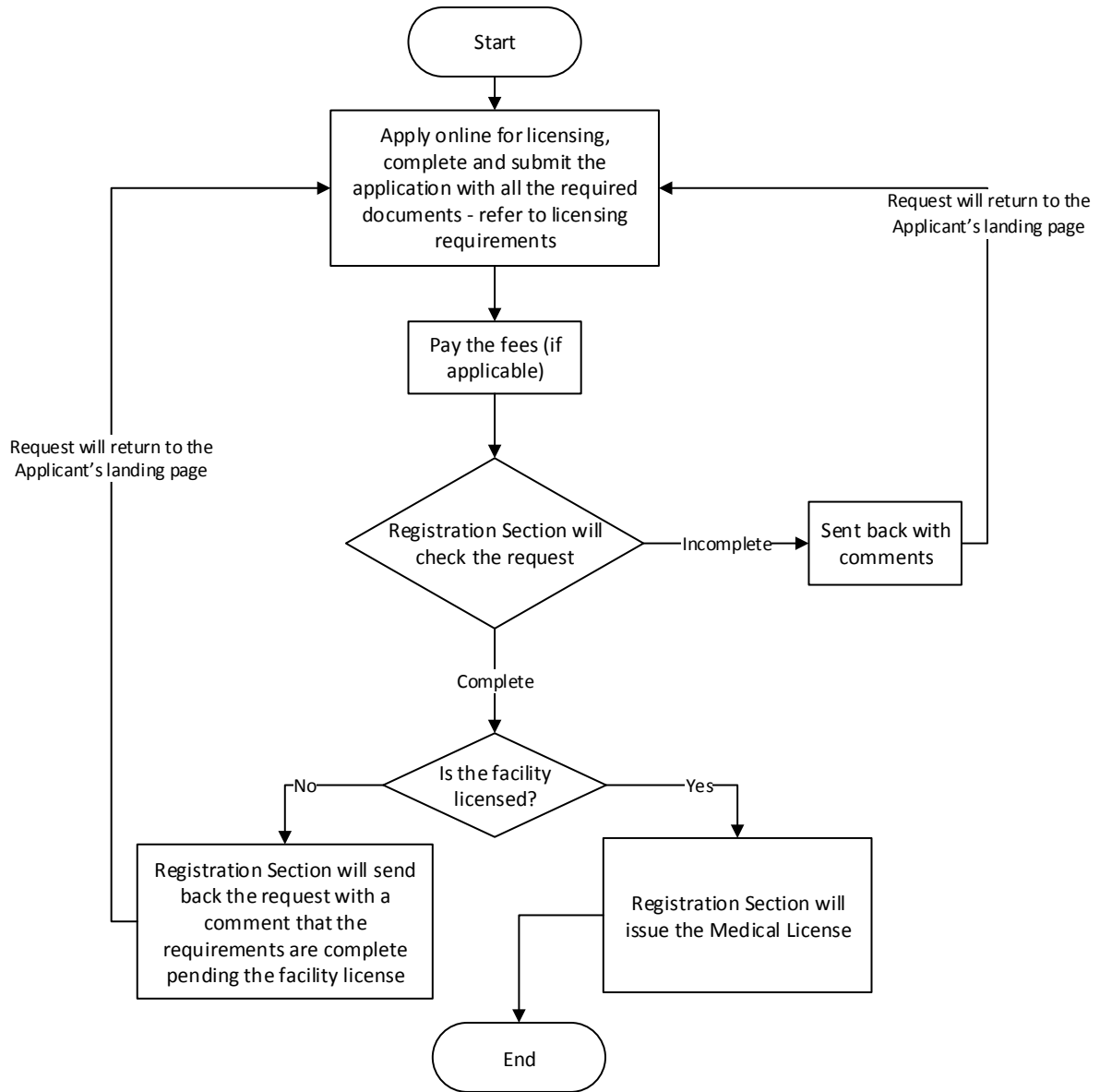
1. Copy of valid QID (front and back) (If applicable)
2. In case the healthcare practitioner applies for the temporary license without a QID, then the following documents must be submitted:
 - Medical Test from the home country (Blood Test, Chest X-ray) attested from the Ministry of Foreign Affairs in Qatar (MOFA).
 - Police Clearance Certificate from the home country attested from MOFA.
3. Undertaking letters for the temporary license for the practitioner and facility (correct templates are in the “[Additional Attachments](#)” document)

Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Temporary Licenses shall be valid for a maximum period of 6 months (non-renewable).
- The practitioner must apply for a licensing application during the temporary license validity period; otherwise, they will have to re-apply for evaluation.
- In case of negative verification reports and proven incidents of fraud, the license will be suspended, practitioner will be banned from practicing immediately and this will result in disciplinary actions on the practitioner.
- Original documents/certificates might be requested on a case by case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the website of the Department of Healthcare Professions frequently to check for updates of the requirements.
- A case by case assessment may be implemented.



3. Licensing Process Map





Licensing Requirements

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions' [website](#), complete the online application and pay the required fees (if applicable).

Submit an electronic “Apply for Licensing” request and upload the below mentioned required documents, (documents uploaded in the evaluation will remain available on the system unless expired):

1. Copy of valid QID (front and back) (If applicable)
 - a. For male practitioners (and female practitioners on their employer's sponsorship), the sponsor should be the potential employer.
 - b. For female practitioners on a family sponsorship, please attach the QID in addition to a letter of intent from your potential employer.
2. Copy of the verification report.
3. Copy of Police Clearance Certificate from Qatari Ministry of Interior.
4. Medical report (valid for 6 months), which can be issued by:
 - a. HMC
 - b. Medical Commission
 - c. Private hospitals (Al Ahli, Al Emadi & Doha Clinic)
 - d. Primary Health Care Corporation (For Qataris only)
5. Medical report must include: HIV test, HCV test, HBV test and Chest X-Ray.
6. Copy of Valid Recognized CPR (cardio-pulmonary resuscitation) course or its equivalent (or CPR registration receipt + undertaking letter that CPR certificate will be submitted upon completion).
7. Original Certificate of Good Standing must be sent directly from the Registration authority (or authorities) of the most recent required years of work experience, to: Registration Section, Department of Healthcare Professions, Ministry of Public Health, P.O. Box: 7744, Doha, Qatar or QCHPGoodSt@moph.gov.qa.

Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- The certificate of good standing will be reviewed during this phase; any misleading information provided will result in further investigations and could result in disciplinary action.
- It is the applicant's responsibility to follow up on receiving the certificate of good standing.
- Applicants/employer representatives can follow up on the certificate of good standing with QCHPGoodSt@moph.gov.qa

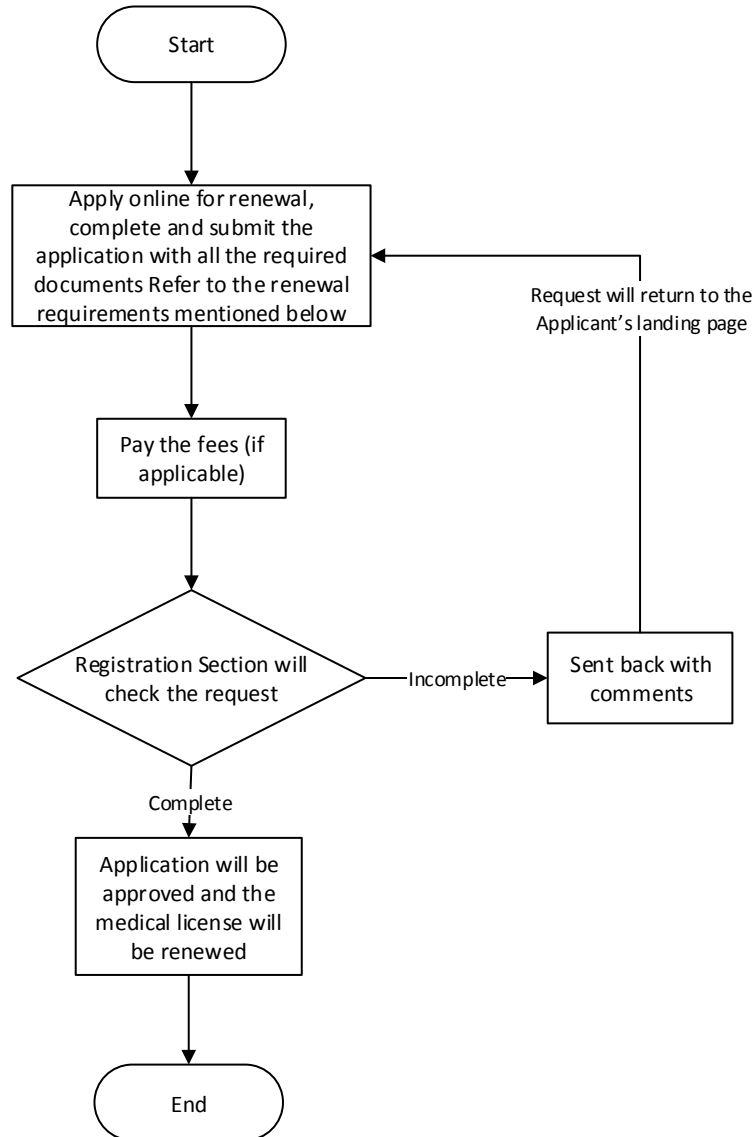


- Original documents/certificates might be requested on a case by case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the website of the Department of Healthcare Professions frequently to check for updates of the requirements.
- A case by case assessment may be implemented.

You can follow-up on the request with your employer representative.



4. License Renewal Process Map





License Renewal Requirements

Step1: Fulfilling CPD Requirements

- All licensed healthcare practitioners are mandated to participate in CPD activities according to the policies and regulations of the Accreditation Section of the Department of Healthcare Professions in order to renew their licenses. All licensed healthcare practitioners are responsible to fulfill annual, category-specific, and CPD cycle requirements and maintain records of CPD activities in the CPD e Portfolio prior to submission of their renewal applications.
- Please refer to the Accreditation Section's standards and guiding documents for more details about CPD Requirements.

Note: Healthcare Practitioners cannot submit renewal applications unless they are fully compliant to the CPD Requirements. System will not allow practitioners to apply for renewal of their licenses and an automated message will be generated informing practitioners that they don't meet the CPD requirements.

Step2: Fulfilling Renewal Application Requirements

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions' [website](#), complete the online application and pay the required fees (if applicable).

Submit an electronic "Apply for Renewal" request and upload the below mentioned required documents:

1. Copy of valid passport.
2. Copy of valid QID (front and back).
 - a) For male practitioners (and female practitioners on their employer's sponsorship), the sponsor should be the employer.
 - b) For female practitioners on a family sponsorship, please attach the QID in addition to a letter of intent from your employer.
3. One recent photo (according to photo criteria stated in [circular \(04-2014\)](#) or in the "[Additional Attachments](#)" document).
4. Medical Report will be requested as per the health fitness policy issued by the Fitness to Practice Section, which published in their [circular \(01-2019\)](#).



5. Copy of Valid Recognized CPR (cardio-pulmonary resuscitation) course or its equivalent as per [circular \(3-2017\)](#), (or CPR registration receipt + undertaking letter that CPR certificate will be submitted upon completion), unless the Health care facility has an approval letter issued by the Department of Healthcare Professions regarding their "[Code Blue Team](#)".
6. An employment letter (correct template is in the "[Additional Attachments](#)" document).
7. Any other additional documents might be requested.

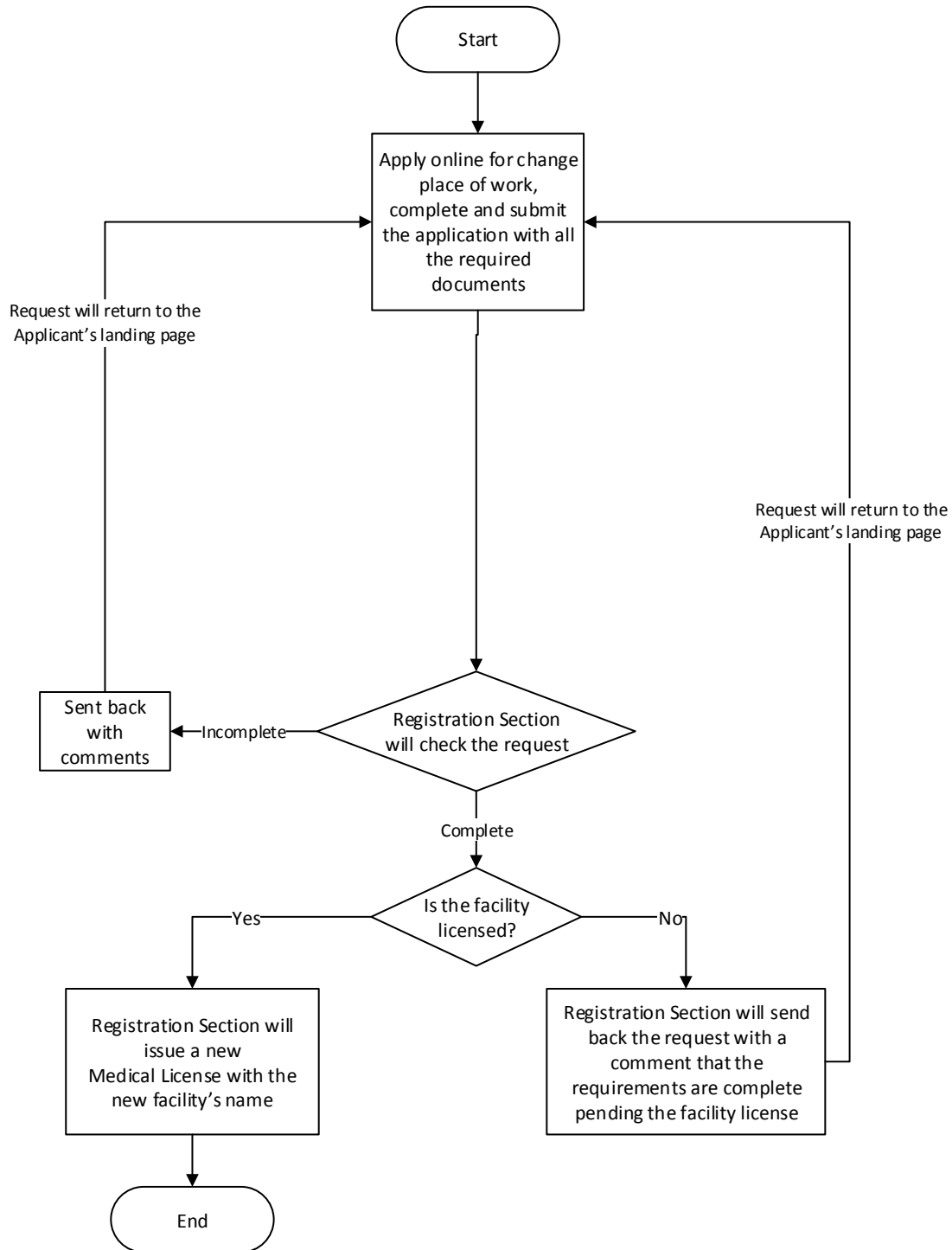
Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Original documents/certificates might be requested on a case by case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the website of the Department of Healthcare Professions frequently to check for updates of the requirements.
- A case by case assessment may be implemented.

You can follow-up on the request with your employer representative.



5. Change Place of Work Process Map





Change Place of Work Requirements

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions' [website](#), complete the online application and pay the required fees (if applicable).

Submit an electronic “Apply to Change Place of Work” request and upload the below mentioned required documents:

1. Copy of valid passport
2. Copy of valid QID (front and back)
 - a) For male practitioners (and female practitioners on their employer’s sponsorship), the sponsor should be the new employer or a secondment from the Ministry of Interior along with an undertaking letter that a renewed secondment or QID will be submitted upon expiry of the attached one.
 - b) For female practitioners on a family sponsorship, please attach the QID in addition to a letter of intent from your new employer and a letter of no objection from the old employer.
3. Any other adjustment according to the current laws and regulations in the State of Qatar

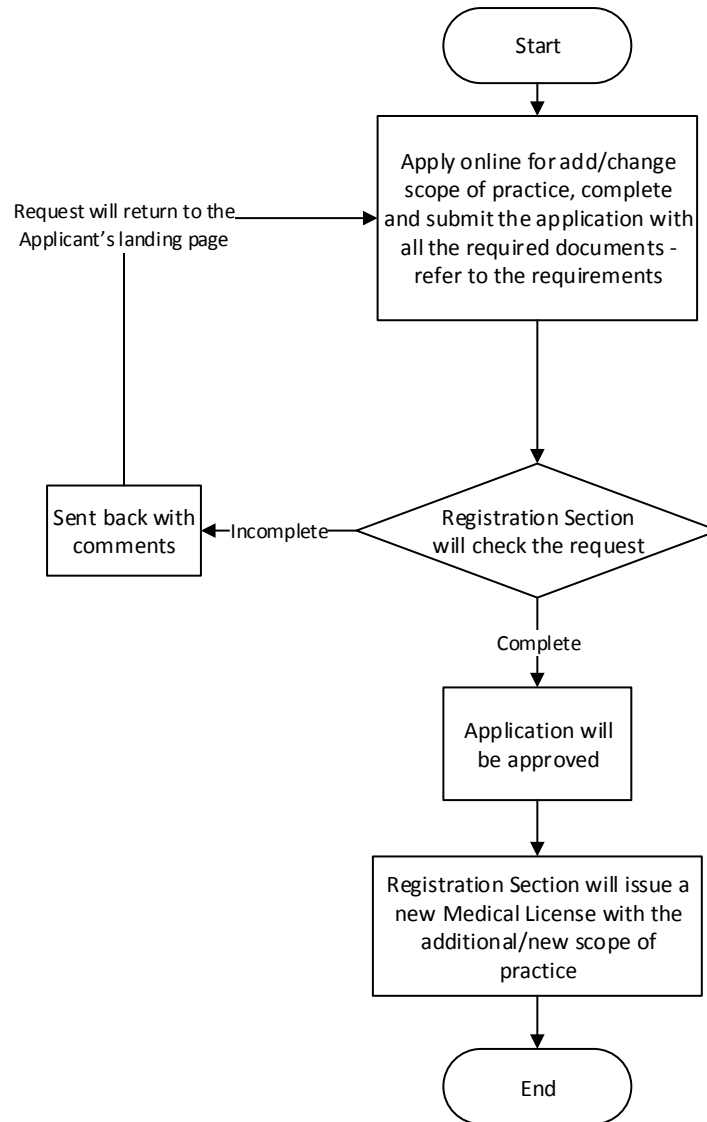
Notes

- In case the “Apply to Change Place of Work” request was submitted after evaluation (before licensing), then the QID will not be required. However, a letter of intent from the new employer and a letter of no objection from the old employer will be required instead.
- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Original documents/certificates might be requested on a case by case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the website of the Department of Healthcare Professions frequently to check for updates of the requirements.
- A case by case assessment may be implemented.

You can follow-up on the request with your employer representative.



6. Add/Change Scope of Practice Process Map





Add/Change Scope of Practice Requirements

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions' [website](#), complete the online application and pay the required fees (if applicable).

Submit an electronic “Apply to Add/Change Scope of Practice” request and upload the below mentioned required documents:

1. Copy of valid passport
2. Copy of valid QID (front and back).
3. A recent no objection letter from the employer for the addition/change of scope.
4. Copy of additional academic certificates relevant to the new scope (if applicable).
5. Copy of additional experience certificates (with an issue date) relevant to the new scope (if applicable).
6. Copy of the verification report for any additional documents.

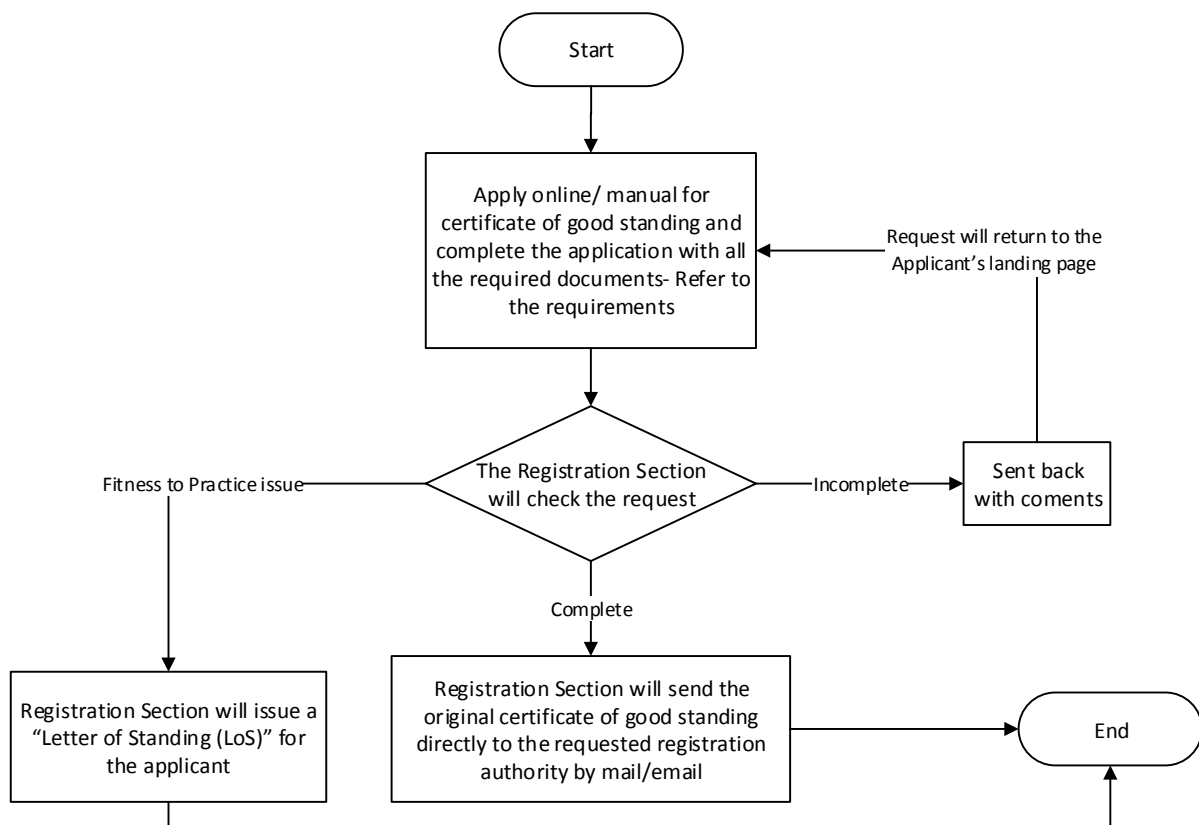
Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- If the application is for an additional scope then this must be mentioned in the “Additional Information Section.
- Original documents/certificates might be requested on a case by case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the website of the Department of Healthcare Professions frequently to check for updates of the requirements.
- A case by case assessment may be implemented.

You can follow-up on the request with your employer representative.



7. Certificate of Good Standing Process Map (For Healthcare Practitioners who have a medical license issued by the Department of Healthcare Professions)



- ❖ A black and white copy of the certificate of good standing can be requested by the applicant in the comments section of the application.
- ❖ The Registration certificate/ To whom it may concern certificate can be issued and collected by the applicant only in a sealed envelope.
- ❖ Verification forms can be filled and sent to the competent authority.



Certificate of Good Standing (COGS) Requirements

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions' [website](#), complete the online application and pay the required fees (if applicable).

Submit an electronic “Apply for a Certificate of Good Standing” request and upload the below mentioned required documents:

1. Copy of valid passport
2. Copy of valid QID (front and back).
3. Copy of all academic certificates relevant to applicant’s scope.
4. Certificate of good standing from last place of work (in Qatar).
5. Clear address of the Registration Authority to which the Department of Healthcare Professions will submit the certificate.

Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Original documents/certificates might be requested on a case by case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the website of the Department of Healthcare Professions frequently to check for updates of the requirements.
- A case by case assessment may be implemented.

You can follow-up on the request with QCHPGoodSt@moph.gov.qa



Appendix C. Break from Practice Policy - Ministry of Public Health, Doha-Qatar



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Registration & Licensing



Additional Attachments



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Qatar Council for Healthcare Practitioners
التسجيل والترخيص
Registration & Licensing



Attachment “1” - Break from Practice Policy



QCHP
المجلس القطري للتخصصات الصحية
Qatar Council for Healthcare Practitioners
التسجيل والترخيص
Registration & Licensing



Policy Name: Break from practice policy
Policy Code:
Version Number:
Developed by: Registration Department - QCHP
Reviewed by/Date:
Approved by/ Date:
Date Effective:
Date of Due Revision:
Validity:

DOCUMENT CONTROL

REVISION HISTORY

Name	Date	Changes	Version

REVIEWS BY REGISTRATION DEPARTMENT - QCHP

Name	Date	Organization/Position	Version



1. Introduction

As part of the council's mandate, QCHP is continuing to develop and/or amend policies to address concerns that will pose threat or risk to patient's safety. One of the issues that the council considered it to have an effect in the delivery of quality care is break from practice of health care practitioners. There are evidences that non practice of one's profession does impact on the person's skills, performance and competence that may affect licensing / maintenance of license processes

Break in practice policy aims to:

- Provide terms and conditions that will serve as guide for health practitioners with discontinued practice for some period of time.
- Define the length of discontinued practice which will constitute break from practice.
- Define the period of supervised practice that will be required for those practitioners with break in practice..
- Uphold the council's responsibility to ensure that public receives health care services from qualified/competent practitioners at all times.

2. Policy Statement

- All healthcare practitioners who have break from practice should undergo a specified period of supervised practice based on the duration of break prior to granting the license /renewal of license.
- QCHP/Registration team should abide with the break in practice policy

3. Definitions

Clinical practice- refers to activities undertaken by a health practitioner and uses his skills and knowledge in providing direct /indirect care to patients.

Non-clinical practice- refers to activities undertaken by a health practitioner that does not directly relate to the provision of patients care. However, there are also non-clinical activities which require professional knowledge within the roles and responsibilities of the healthcare practitioner that have an impact on the safe and effective delivery of healthcare services. These includes health care professionals working in administration and management, research, quality healthcare roles, education, regulatory and policy development among others.

Break in practice- is the period of time during which a health practitioner has not been working in their scope of practice or not in active clinical practice.

Supervised practice/ Clinical attachment- is a process whereby a health care organization/supervisor will accept to supervise the health care practitioner with break in practice in order to improve the practitioner's knowledge and competencies and provide opportunities for professional development.



Recency of nursing practice means that a nurse or midwife has maintained an adequate connection with and recent practice in the profession/s since qualifying for, or obtaining registration.

4. Abbreviations

N/A

5. Scope

This policy is applicable to:

- Applicants who have break from clinical practice.
- Practitioners who previously held license in Qatar and planning to renew the license after a period of break from clinical practice.
- Practitioners who have been removed from the registry and planning to be restored after a period of break from clinical practice.

6. Procedures/Guidelines

6.1. Length of break

Table 1. Pharmacist, AHP, Nurse/Midwife, and Complimentary medicine.

Break from practice for less than 2 years	No additional requirements are needed*.
Break from practice for 2- less than 4 years	4 months supervised practice/ Clinical Attachment (full time)
Break from practice for 4-less than 7 years	6 months supervised practice/ Clinical Attachment (full-time)
Break for more than 7 -10 years	1 year supervised practice/ Clinical Attachment
More than 10 years	Not eligible to be registered

Table 2. Physician and Dentist

Break from practice for less than 2 years	No additional requirements are needed*.
Break from practice for 2- less than 5 years	6 months supervised practice/ Clinical Attachment (full time)
Break from practice for 5-10 years	1 year supervised practice/ Clinical Attachment



More than 10 years

Not eligible to be registered/licensed

6.2. Break from practice according to profession

6.2.1. Physician /dentists. Break from practice is constituted if the physician is not in active clinical role which involves activities such as patient examination, provision of patient care, , patient treatment, and delegation of medical activities to other health care practitioners, prescription of medications.

Note:

- Specialist physicians/ dentists - in certain specialties as public health, community medicine, preventive medicine and public health dentistry – are not involved in active clinical roles as the above mentioned in section 6.2.1. Their clinical roles involve activities such as community assessment, health awareness and strategic direction for population health programs.
- Specialist who has approved surgical privileges with break from practice should be considered for re evaluation of his/ her surgical privileges after completion of the required supervised practice.

6.2.2. Pharmacist. Break from practice is constituted if the Pharmacist is not practicing the profession.

6.2.3. Complimentary medicine. Break from practice is constituted if the health practitioner is not in active clinical practice.

6.2.4. Allied Health Practitioner. Break from practice is constituted if the health practitioner is not in active clinical practice.

6.2.5. Nurse/ Midwife. Break from practice is constituted if the nurse is not practicing the profession with all the practice domains identified in the national nursing regulatory standards approved by the QCHP .

6.2.5.1. Nurse/Midwife. Practice is defined as working in some capacity by virtue of licensure as RN or RM. It can include administrative, supervisory, teaching, research or managerial roles as well as providing direct patient care. Hence, break in practice is not constituted if the nurse/midwife is working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services in the profession.

6.3. Supervision. Health practitioners who have break from practice will be required to undergo a supervised practice/clinical attachment on a full-time basis. (Refer to table 1 and 2).

6.3.1. Direct supervision- the supervising practitioner is physically present with the practitioner and the patient.

6.3.2. Indirect supervision- the supervising practitioner is physically within the hospital or other site of patient care, and is immediately available to provide direct supervision.



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6.3.3. Oversight supervision. The supervising practitioner is available to provide review of procedures/ encounter with feedback provided after the care is delivered.

For more information , please refer to the notes (7).

6.4. Eligibility of Supervisors.

6.4.1. Physician/Dentist. The supervisor should be a specialist in the same related field/speciality in a ratio of 1:2.

6.4.2. Nurse/midwife.

6.4.2.1. Nurse practitioner. If the nurse is returning to practice as nurse practitioner, the supervisor should be a nurse practitioner.

6.4.2.2. Nurse specialist. If the nurse is returning to practice as nurse specialist, the supervisor can be a nurse specialist or nurse practitioner in the same or related speciality / sub speciality.

6.4.2.3. Registered General nurse. If the nurse is returning to practice as RGN, the supervisor can be a nurse practitioner, nurse specialist or registered general Nurse.

6.4.3. AHP. The supervisor should be a technologist/ therapist in the same related field/discipline.

6.4.4. Pharmacist. The supervisor should be a pharmacist.

6.4.5. Complimentary Medicine. The supervisor should be licensed in the same related field/discipline.

6.5.5. Requirements before the commencement of the supervised practice/ Clinical attachment.

- Qatar ID
- Approval letter from the Registration department (supervised practice letter)
- copy of valid license of the supervisor
- copy of valid medical test
- No objection letter from the employer that the practitioner will have a supervised practice in their facility.

7. Notes

- Supervised practice should be commenced after the practitioner received approval from the Registration department. (if the supervised practice will take place in the state of Qatar)
- For physician, the supervised practice should be on an accredited educational hospital.
- Dentists, pharmacists, nurses and Allied Health Practitioners can be supervised in a licensed health Facility of the government and private sector.
- The applicant/practitioner must have QID as Family residency or sponsored by the place of work where he/she will have the supervised practice. On the other hand, secondment document from the Qatari Ministry of Interior will be accepted.
- The table 1 and 2 describes minimum additional registration requirements. In some cases, applicants –depending on their individual circumstances – may be required to undertake



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additional assessment to satisfy the registration department of their eligibility for registration.

- Healthcare practitioners who graduated of medical or other health sciences schools and have never practiced after graduation shall not be eligible for evaluation/ licensing.

8. Charts

For process map, please refer to the guidelines in each scope of practice.

9. References

- Circular 23/2016, QCHP registration department, www.qchp.org.qa
- Nursing and midwifery board of Australia, <http://www.nursingmidwiferyboard.gov.au/>
- Federation of State Medical Boards, <https://www.fsmb.org/>
- Royal college of Ophthalmologists, <https://www.rcophth.ac.uk/>

10. Related Policies

- Break from practice policy, PLC Minute 24 September 2008, paragraph 3
- Circular 23/2016, QCHP registration department

11. Attachments

N/A



Appendix D. Circular no. (15/2022) – Ministry of Public Health, Doha-Qatar



CIRCULAR NO. (15/2022)

From	:	Department of Healthcare Professions / Ministry of Public Health
To	:	<ul style="list-style-type: none">• All Healthcare Practitioners in the State of Qatar• All Healthcare Facilities/ focal points in the state of Qatar
Subject	:	Update on Circular (24/2020) Regarding the Registration/Licensing Policy for Healthcare Practitioners
Date	:	7 November 2022

"Greeting from the Department of Healthcare Professions"

In alignment with circular no. (01/2016), circular no. (11/2018), circular No. (19/2020) and circular No. (24/2020) regarding the registration and licensing of healthcare practitioners of **Qatar Universities graduates, Qataris, offspring of Qatari women or offspring of residents**, the Department of Healthcare Professions has decided the following:

1. To work in **governmental/ semi-governmental sectors**:

General Practitioners/ General Dentists/ Pharmacists/ Nurses/ Allied Healthcare Practitioners from the above-mentioned categories will be exempted from the required experience when applying for the registration/ licensing provided that they complete an internship period as per educational program requirements.

2. To work in the **private sector**:

- **General Practitioners** from the above-mentioned categories are required to complete two years of experience. If they have less than two years, please refer to circular No. (22/2020).
- **General Dentists** from the above-mentioned categories are required to complete two years of experience. If they have less than two years, please refer to circular No. (12/2021).
- **Pharmacists/ Nurses/ Allied Healthcare Practitioners** from the above-mentioned categories (**Except for Qatar Universities graduates**) are required to have licensed clinical work experience in their scope of practice for one year OR undergo training under supervision for the same duration after obtaining the required approval from DHP.

3. **Pharmacists/ Nurses/ Allied Healthcare Practitioners** who are Graduates of Universities in Qatar to work in:

- Private Hospitals: they are exempted from work experience requirement.
- Other health facilities in the private sector: they are required to have licensed clinical work experience in their scope of practice for six (6) months or undergo training under supervision for the same duration after obtaining the required approval from DHP.

4. **The following categories** shall be treated as Qataris in terms of exemption from the Qualifying exam requirement for all professions:

- Qatar Universities Graduates
- Offspring of Qatari Women
- Offspring of residents of Qatar that includes the below:
 - Offspring of Residents who changed their sponsorship to their husbands (Valid QID of the father shall be submitted in the evaluation application).
 - Offspring of Residents who changed his/her sponsorship to a healthcare facility (Valid QID of the father shall be submitted in the evaluation application).

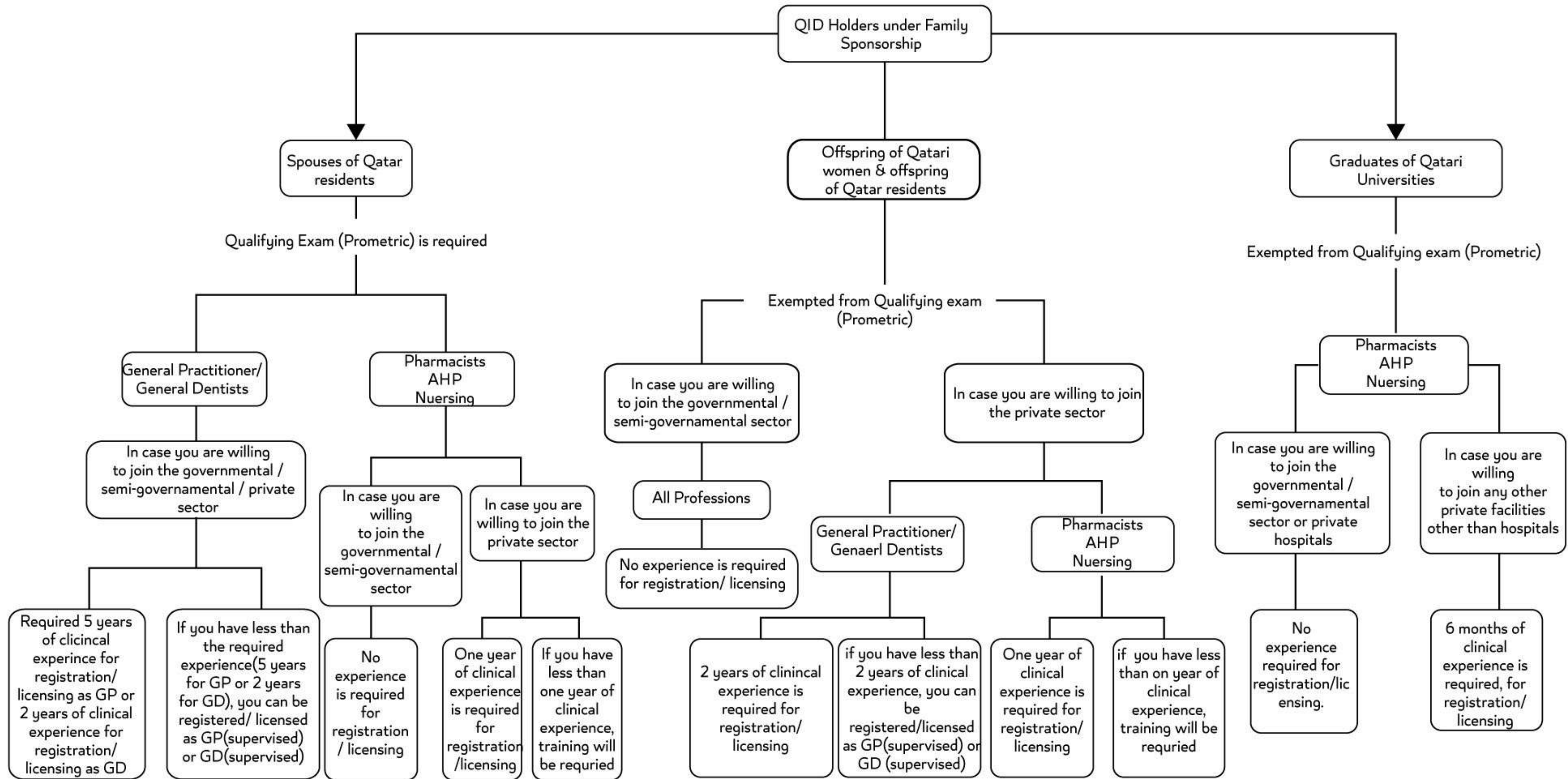
Notes:

- Points 1 and 2 applies on Spouses of residents for the following professions (Pharmacists/ Nurses/ Allied Healthcare Practitioners).
- All Clinical psychologists and psychological counselors are not included under this circular.

This circular would be effective in the issuance date and shall repeal the previous circulars No. (01/2016), (11/2018), (19/2020) and (24/2020).

For further information, contact: - dhregistration@moph.gov.qa

Thank you for your cooperation, Department of Healthcare Professions





Appendix E. DNS Academic Calendars

Contact Foundation Program help desk for any questions:

Helpdesk: +974 4403-5328/+974 4403-5327

Email: fpstudent@qu.edu.qa

Our services are available from 7:30 am to 2:30 pm

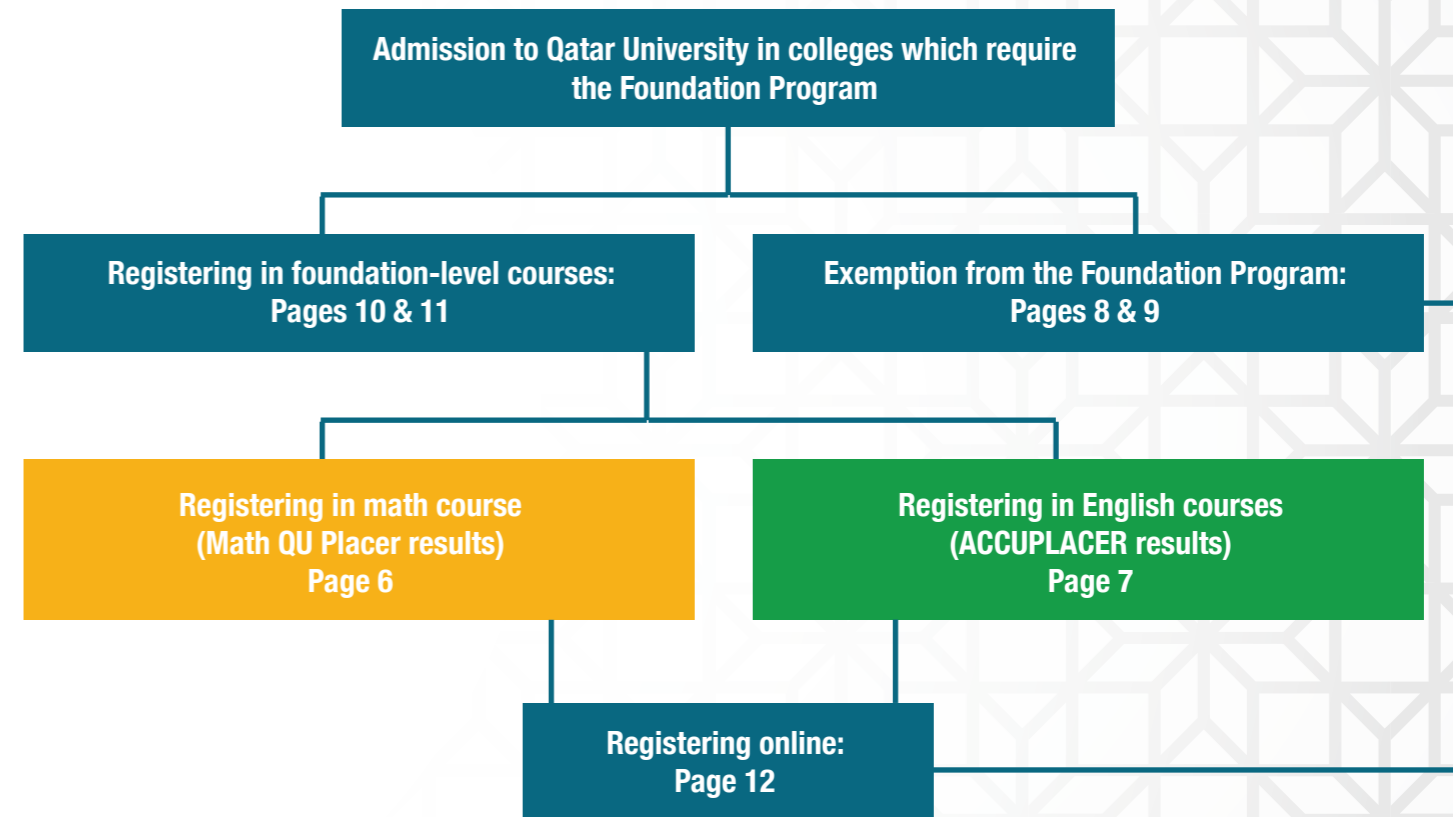
Location:

- Qatar University, Women’s Foundation Building (D05), Room 117 & 118
- Qatar University, Men’s Foundation Building (A06), Room 101

Foundation Program Website:

<http://www.qu.edu.qa/foundation/>

Follow us at [qfoundation](#) on our social media accounts
(Facebook, Snap Chat and Instagram)





Foundation Program-Qatar University

The Foundation Program within the Deanship of General Studies seeks to improve students' skills in mathematics and English before starting their majors in Colleges of Science, Health Sciences, Engineering, Pharmacy, Nursing and Education (Secondary Education with concentrations in Sciences only).

What do I need to know about the Foundation Program?

- It is a one-year experience with a provision for completion in a maximum of two years.
- Withdrawal (W) and failure (F) in a course are counted from the two year period.
- Students must achieve a score of 70% and above to pass all foundation courses.
- Foundation Suspension status: If a student fails to finish foundation-level courses within two years, he/she will be placed under foundation suspension. To continue into the college he/she was admitted in, students must meet the exemption requirements (see pages 8 & 9) or contact Admission Department for assistance.



Foundation Program Courses

There are two departments in the Foundation Program: English and Mathematics. Below is a description of the courses, which students have to complete in this program.

Foundation English Courses

There are two levels, Elementary (001) and Intermediate (002), and each level consists of three non-credit courses.

Level	English Course	Course code	Hours per week
Elementary (001)	Integrated Core	C001	9
	Writing Workshop	W001	6
	Reading Workshop	R001	6
Intermediate (002)	Integrated Core	C002	9
	Writing Workshop	W002	6
	Reading Workshop	R002	6

Foundation Math Courses

There is one level that consists of one non-credit course.

Level	Course code	Hours per week
Elementary Algebra	Math 021	4

Placement in Foundation Courses (ACCUPLACER & QU Math Placer)

The placement test is one of the QU entry requirements into the Foundation Program. It will gauge your English and math levels.

Why should I try to do my best in the QU Placement test?

- If you are able to achieve the required exemption scores (see pages 8 & 9), you may not need to take Foundation Program English and /or math courses.
- It will have an impact on the amount of time you will study at QU and the quality of your educational experience.

For more information about the placement tests please visit the Testing Center website: <http://www.qu.edu.qa/testing-center>

Placement into Foundation-level math courses through QU-Placer Math

New students are placed into two levels, Elementary Algebra (Math 021) or Pre- Calculus (Math P100) based on the QU-Placer Math scores listed in the table below.

Test	Test score	Math Course to be placed in
QU-Placer Math	0-199	Math 021
	200	Exemption from Math 021
	200-234	Math P100
	235	Exemption from Math P100



Placement into Foundation-level English courses through ACCUPLACER

New students are placed into two levels, Elementary (001) and Intermediate (002) in three courses based on the ACCUPLACER ESL scores listed in the table below.

Test Section	Test score	English Course to be placed in
Aggregate Score (APIC)	0-268	C001
	269-399	C002
	400	Exemption from C001 & C002
Reading Skills (APRS)	0-62	R001
	63-99	R002
	100	Exemption from R001 & R002
Language Use and Sentence Meaning Total (APWS)	0-146	W001
	147-224	W002
	225	Exemption from W001 & W002

Exemption from the Foundation Program using International Tests

Exemption from the Foundation English:

New students do not have to take foundation English courses if they achieve any of the below mentioned exemption test scores.

Required Score	Test
61 Internet Based (iBT)	TOEFL (Test of English as a Foreign Language)
500 Paper Based (pBT)	
5.5	IELTS (International English Language Testing System)
400 Aggregate Score	ACCUPLACER ESL
100 ESL Reading Skills	
100 ESL Language in Use	



Exemption from the Foundation Math:

Students will be exempted from Elementary Algebra (Math 021) or Pre-Calculus (Math P100)* according to the scores described in the following table:

Required Exemption Score	Test	Course
500	SAT (Scholastic Aptitude Test) General Math component only	Math 021 Elementary Algebra
530	New SAT (Scholastic Aptitude Test) General Math component only	
21	ACT (American College Test)-International	Math P100 Pre-calculus *
200	QU-Placer Math	
550	SAT (Scholastic Aptitude Test) General Math	
570	New SAT (Scholastic Aptitude Test) General Math component only	
24	ACT (American College Test)-International	
235	QU-Placer Math	

*Pre-Calculus is a credited undergraduate course (calculated in student's GPA) for students of all foundation- requiring academic programs. Passing rate for Pre-Calculus is 60%.

For inquiries about test registration and exam dates





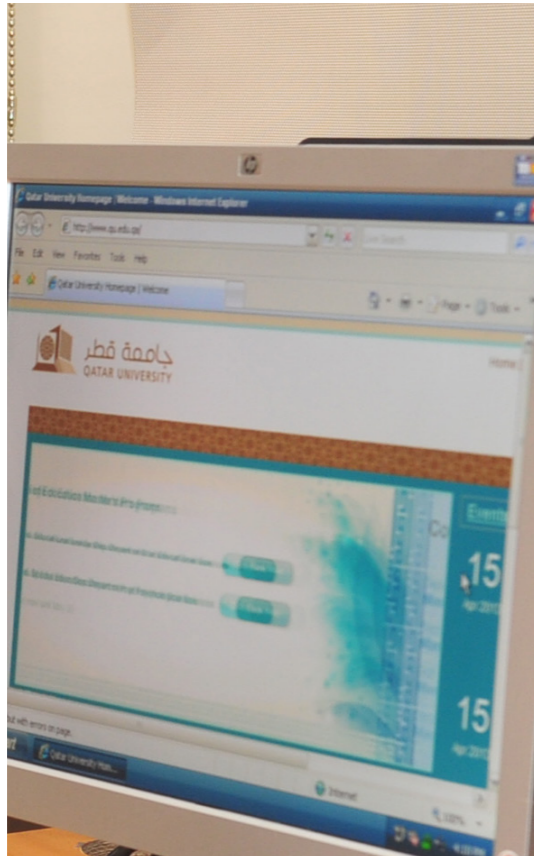
Registration Guidelines for Undergraduate (UG) and Foundation Program Courses

Students who are exempted or have passed certain foundation courses can register in undergraduate (UG) courses.

- Students registered in BOTH Elementary Algebra and at least one English language course cannot register in UG courses.
- Students who have completed their English courses or were exempted from them and have only the Math 021 course can register for 9 UG credit hours.
- The priority in registration is for foundation courses not UG courses.
- UG courses should be chosen in consultation with the Academic Advisor as per the study plan.

The number of the UG hours allowed and the courses that need to be completed are listed in the table below.

Foundation Courses Completed / Exempted from							Foundation Courses to register in	Maximum UG Hours allowed
C001	R001	W001	C002	R002	W002	Math 021		
✓	✓	✓		✓	✓	✓	C002	3
✓	✓	✓	✓			✓	R002-W002	3
✓	✓	✓	✓	✓		✓	W002	6
✓	✓	✓	✓		✓	✓	R002	6
✓	✓	✓	✓	✓	✓		Math021	9
IELTS 5.5 TOEFL iBT 61, TOEFL pBT 500, TOEFL CBT 173, ACCUPLACER: APIC 400 and APRS 100 and APLU 100							Math021	9



Registration

How to register?



Information on how to register can be found on the Qatar University website:
<http://www.qu.edu.qa/students/registration/student-class-registration>

To register:



GO to QU "Self Service Banner"
https://mybanner.qu.edu.qa/PROD/twbkwbis.P_GenMenu?name=homepage

Tuition Fees



Information on tuition fees can be found on the Qatar University website:
<http://www.qu.edu.qa/students/admission/undergraduate/tuition-fees>

How can I succeed in the Foundation Program?

