



## **Naturopathic Nutrition Clinical Handbook Appendix**

2015/16

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Contents

<b>Introduction.....</b>	<b>4</b>
Clinic Objectives.....	4
National Occupational Standards (NOS).....	4
Providing Nutritional Advice Outside of a Consultation .....	4
Attendance & Booking.....	5
Clinic Hours.....	5
External Clinics.....	6
Confidentiality.....	6
Core Clinical Requirements.....	6
Grievances/Complaints .....	6
<b>Nutrition 1 Clinic.....</b>	<b>7</b>
Nutrition 1 Clinic Observation Format and Details.....	7
Observation Clinic .....	7
Initial and Follow Up Consultations .....	7
Client Case Notes .....	8
Student Roles and Duties.....	8
Bringing in a Client & Client Booking Coordination.....	8
<b>Nutrition 1 Clinic Paperwork.....</b>	<b>9</b>
Assessments .....	9
CNM Nutrition 1 Clinic Attendance Sheet.....	9
CNM Nutrition 1 Clinic Checklist.....	9
CNM Nutrition 1 Student Observation (Reflection) Form.....	9
CNM Case History Forms.....	9
MYMOP2 form and MYMOP2 Follow up.....	10
Patient Grievance Forms, Feedback Forms and Introductory Letters .....	10
Student Agreement .....	10
Fitness to Practise.....	10
Informed Consent for Student Participation in Dietary Investigations.....	10
<b>Nutrition 2 Clinic.....</b>	<b>11</b>
Nutrition 2 Clinical Practice Format and Details .....	11
Consultation Timing.....	11
The Structure of the Student Consultation.....	11
Follow Up Consultations.....	12
Handouts and Referral Letters .....	12
Providing Advice Outside a Consultation.....	12
Client Case Notes .....	13
Phone Consultations .....	13

Clinic Roles .....13

Contraindications or Possible Restrictions to Therapy .....13

**Nutrition 2 Clinic Paperwork.....14**

    Nutrition 2 Nutrition Clinical Skills Checklist .....14

    Student Observation (Reflection) Form .....15

    CNM Terms of Engagement & Consent Form inc. Case Study Consent .....15

    Nutrition 2 Naturopathic Nutrition Clinic Supervisor Feedback Booklet .....15

    CNM Case History Forms.....15

    Student Agreement CNM .....16

    Fitness to Practise.....16

    Informed Consent for Student Participation in Dietary Investigations .....17

    Red Flags List .....17

    Student Audit and Action Plan.....17

## Introduction

Welcome to CNM Naturopathic Nutrition clinic. Your clinical training is an important and exciting part of your nutrition studies and is designed to equip you to become an independent, safe and effective naturopathic nutrition practitioner.

A full list of what you are expected to be able to do at each stage of your training can be found in the clinic handbooks and assessment overviews. Full details about all your clinic assessments can be found in the Clinic Assessment Overview documents. Please make sure you read and refer back to the clinic handbooks including the General Clinic Handbook, and the assessment guides throughout your clinical work (located on the CNM website).

Should you have any queries then your first point of contact is your supervisor or practitioner on the day of your clinic. If the query cannot be resolved at this level then please refer to either your Director of Studies or the Clinic Director, who can be contacted via email at the following address: [NutritionDirector@naturopathy-uk.com](mailto:NutritionDirector@naturopathy-uk.com)

## Clinic Objectives

The overall aim of your clinical practice is to prepare you to become an independent, safe and effective naturopathic nutritional therapy practitioner. Progression through the clinical units is competency-based through a variety of assessments. You will only be allowed to continue to the next clinical unit if your performance is satisfactory, and you are deemed competent and adhering to National Occupational Standards (NOS).

## National Occupational Standards (NOS)

<http://cnmstudent.com/clinics/nutrition/CNH1.pdf>

<http://cnmstudent.com/clinics/nutrition/CNH2.pdf>

<http://cnmstudent.com/clinics/nutrition/CNH8.pdf>

<http://cnmstudent.com/clinics/nutrition/CNH9.pdf>

## Providing Nutritional Advice Outside of a Consultation

It is especially important for you to note the following from the CNM General Clinical Handbook point 8 – clinical best practice during a consultation:

### **No advice can be offered except within the consultation**

You are not to offer advice without supervision from a qualified practitioner. As such you may make no alterations save cessation of your treatment protocol until your next supervised clinic day. For exceptional circumstances contact your Director of Studies who will make

contact with your supervisor. Emergencies must be directed to the nearest Accident and Emergency.

## Attendance & Booking

Attendance at the CNM clinic is mandatory. Failure to complete the required hours in one clinical unit may prevent you passing on to the next one. Any absence must be for a genuine reason, and explained in writing to the Director of Studies at the earliest possible opportunity.

As stipulated in the CNM General Clinical Handbook clinic attendance is required between 9:30am and 6:00pm. This is considered one full clinic day.

Due to the importance of punctuality, anyone arriving late will have his or her attendance hours decreased to that of a half day. If there is continued tardiness you will be referred to the Director of Studies who will enforce appropriate action.

Booking a clinic and booking in clients is done online via the student website.

You will be able to book 14 day clinics. Please be sure to log on to the student website and register for your clinics. A confirmation will appear on the home screen of the booking system.

**Three days cancellation is required if you are unable to attend your booked days, otherwise you will be charged as it limits other students from registering.**

### Invite friends and family to clinic!

- This is an opportunity for fantastic healthcare at a much reduced rate.
- Consultations: £25 initial consultation/£15 follow-up
- Ireland: €25 initial consultation/€15 follow-up
- Diploma students of any of the specialisms may book in at a student fee of UK £5/ IRE €5 per consultation too.

## Clinic Hours

Each year requires you to complete a total of clinic 14 days.

Please have your Clinic Attendance sheet signed by your supervisor at the end of each clinic day. This form cannot be signed retrospectively and is handed in at the end of the year as part of your Clinic Start-Up File in Nutrition 1 and your Portfolio in Nutrition 2.

### The structure of your clinic day is as follows:

<b>09:30 - 09:45</b>	Set up and start of day. Roll call. Allocation of mentor and scribe
<b>09:45 - 10:45</b>	Session 1

<b>10:45 - 11:45</b>	Session 2
<b>11:45 - 12:00</b>	Feedback on cases
<b>12:00 - 13:00</b>	Lunch break
<b>13:00 - 14:00</b>	Session 3
<b>14:00 - 15:00</b>	Session 4
<b>15:00 - 15:15</b>	Feedback on cases
<b>15:15 - 15:45</b>	Afternoon break
<b>15:45 - 16:45</b>	Session 5
<b>16:45 - 17:45</b>	Session 6
<b>17:45 - 18:00</b>	Feedback and close of day

## **External Clinics**

10% of your clinic hours in Nutrition 1 can be completed in external clinics such as an acupuncture, osteopath or herbalist clinic. If you choose to complete any of your clinic hours in external clinics you need to include a copy of the practitioner's insurance and certificate of qualification when you present your Clinic Attendance sheet at the end of the year.

## **Confidentiality**

Everything you hear and see in the clinic, including discussions afterwards, is strictly confidential. Do not discuss cases or any other clinic matters with a third party, or discuss cases out of the clinic room, including in hallways, toilets, public transport and in open areas. Never use names or identifying features when discussing cases with peers. Only discuss cases with students who were present in the case taking or observing process on the day.

## **Core Clinical Requirements**

The factors outlined in the CNM General Student handbook regarding attitude and clinical best practice are considered of importance by CNM. At each clinic you are required to adhere to these requirements. If at any point you fail to meet these requirements you may be asked to leave a clinic day. Failure to acknowledge and amend your behaviour will be noted and reported to the Director of Studies who will take appropriate action.

## **Grievances/Complaints**

Grievances/complaints may be raised from any area, e.g. clinic clients, CNM staff or students. In the first instance all grievances/complaints should be taken to the DoS. The process for handling grievances/complaints is detailed in the QA: Grievance & Complaints Policy.

[http://cnmstudent.com/clinics/nutrition/Clinic\\_Grievance\\_Policy.pdf](http://cnmstudent.com/clinics/nutrition/Clinic_Grievance_Policy.pdf)

# Nutrition 1 Clinic

## Nutrition 1 Clinic Observation Format and Details

The aim of Nutrition 1 observation clinic is to introduce you to the workings of the naturopathic nutritional practitioner. The attending nutritional practitioner will be solely responsible for the creation of the nutrition protocol using the process to highlight teaching and learning opportunities for you. Your responsibilities include displaying professionalism, holding confidentiality, and taking part in group discussions.

To start the year there are **Clinic Case Taking Theory** sessions (held on your regular clinic days) which are mandatory - you must attend them. Case taking theory sessions and clinic practical assessment days are counted towards clinic hours. They are clearly stated on your lecture timetables. Failure to attend these sessions will result in you not being able to complete your clinic assessments for Nutrition 1.

Case Taking Theory sessions will run for the entire day.

## Observation Clinic

Please make sure you are seated, prepared and ready before the client arrives.

The practitioner will take the case and then the client will be asked to leave the room while the class group are led to workshop the case; discuss synopsis, naturopathic summary and possible therapeutic options.

The client will return after a short break for the practitioner to advise and educate the client linking dietary and lifestyle factors to signs and symptoms around his or her health goals and needs.

## Initial and Follow Up Consultations

Two hours are assigned for the initial consultation. The initial information gathering should take 45-60 minutes; the break for discussion should be around 30 minutes and the feedback to the client approximately 30 minutes.

One hour is assigned for the follow up consultation. Information gathering should take approximately 20 minutes. The break in the consultation for case discussion approximately 20 minutes feedback to the client 20 minutes.

Afterwards you will have further discussion / workshop time.

## Client Case Notes

London – All notes should be kept in the locked filing cabinet on CNM premises.

Satellite college - Please ensure notes are kept in the locked filing provided by CNM. Your Director of Studies/tutor will discuss with you where the notes are to be kept.

## Student Roles and Duties

Please refer to the General Clinic Handbook

## Bringing in a Client & Client Booking Coordination

The online booking system is accessed via the student website.

Students are expected to generate clientele and book them in for their student clinic; friends, family and colleagues are often more than happy to volunteer. **Please inform your supervisor when you have booked in the client so they can sign you off for this role.** Client details such as email address and telephone number will be required so an automatic confirmation and diet diary is sent out. If these details are not entered the booking will not be completed.

Satellite students will also need to fulfil duties for the smooth running of their student clinic, including safe management of case notes in accordance with Data Protection and the printing off of the schedule and register for the day for your supervisor. Please speak to your tutor for further details.

After experiencing a role you need to have your **CNM Nutrition 1 Clinic Checklist Form** signed by the clinic supervisor on the day you complete your roles. This form cannot be signed retrospectively. Failure to complete each of the roles and to have your form signed on the day will result in you not being able to continue into Nutrition 2 clinics. **In satellite clinics requirements may vary slightly, such as number of clients brought to clinic, or the roles of the booking co-ordination, your tutor/DoS will inform you of these requirements.**



# Nutrition 1 Clinic Paperwork

Throughout the year you will be observing consultations and reflecting on your experiences. The following paper work will be used during this time and will help to form some of your Nutrition 1 clinical assessments. Please see the website for full details of your assessments. You will also be discussing the assessments in your Case Taking Theory lectures.

## Assessments

Details about all of your assessments can be found on the website. See your Clinical Assessment Overview and your Assessment Overview.

## CNM Nutrition 1 Clinic Attendance Sheet

This needs to be signed by the supervisor at the end of each clinic that you attend.

[http://cnmstudent.com/\\_clinics/nutrition/Confirmation of Clinical Hours Form.doc](http://cnmstudent.com/_clinics/nutrition/Confirmation of Clinical Hours Form.doc)

## CNM Nutrition 1 Clinic Checklist

This needs brought to all clinic days. It needs to be signed by the clinic supervisor each time you attend a Case Taking Theory lecture or carry out a role within the clinic.

[http://cnmstudent.com/\\_clinics/nutrition/CNM Nutrition 1 Clinic Checklist.docx](http://cnmstudent.com/_clinics/nutrition/CNM Nutrition 1 Clinic Checklist.docx)

## CNM Nutrition 1 Student Observation (Reflection) Form

You need to complete one of these forms for each consultation that you observe.

[http://cnmstudent.com/\\_clinics/nutrition/Student Observation \(Reflection\) Form.pdf](http://cnmstudent.com/_clinics/nutrition/Student Observation (Reflection) Form.pdf)

## CNM Case History Forms

During a consultation you will be expected to fill in a case history form so that you are comfortable and knowledgeable about using this form when you have progressed into Nutrition 2. There is the Case Taking Form and then Follow Up form for repeat visits.

[http://cnmstudent.com/\\_clinics/nutrition/CNM Case Taking Form.docx](http://cnmstudent.com/_clinics/nutrition/CNM Case Taking Form.docx)

[http://cnmstudent.com/\\_clinics/nutrition/CNM Case Taking Form \(Follow Up\).docx](http://cnmstudent.com/_clinics/nutrition/CNM Case Taking Form (Follow Up).docx)

## **MYMOP2 form and MYMOP2 Follow up**

This form needs to be filled in by the client mentor and the client before the consultation has started. **Initials and dates only, no names or address. This is part of the case history and follow up forms.**

## **Patient Grievance Forms, Feedback Forms and Introductory Letters**

These can be found on the website. They are sent automatically with the appointment confirmation email. Please familiarise yourself with what they look like.

## **General Clinic Handbook & Naturopathic Nutrition Clinical Handbook Appendix**

The CNM General Clinical Handbook stipulates the core clinical requirements including student responsibilities, appearance, attitude, and clinical best practice. It is mandatory to have read and signed the following documents.

### **Student Agreement**

The student copy should be kept for your records. The CNM copy should be kept in your clinic start up file. Please see General Clinic Handbook.

### **Fitness to Practise**

Please download, read and sign this document and keep it in your clinic start up file.

[http://cnmstudent.com/\\_clinics/nutrition/CNM\\_Fitness\\_to\\_Practise\\_Policy.docx](http://cnmstudent.com/_clinics/nutrition/CNM_Fitness_to_Practise_Policy.docx)

### **Informed Consent for Student Participation in Dietary Investigations**

Please download, read and sign this document and keep it in your clinic start up file.

[http://cnmstudent.com/\\_clinics/nutrition/Student\\_Agreement\\_for\\_Participation\\_in\\_Dietary\\_Investigations.docx](http://cnmstudent.com/_clinics/nutrition/Student_Agreement_for_Participation_in_Dietary_Investigations.docx)

# Nutrition 2 Clinic

## Nutrition 2 Clinical Practice Format and Details

The aim of Nutrition 2 Clinical Experience/Practice is to provide a safe and supportive environment for you to begin practising under supervision. You will either be in the role of student practitioner or student observer.

### Consultation Timing

Timings are the same as in Nutrition 1 clinic. As a student practitioner you will have a 30 minute break in the consultation in which to create your plan, following the same process as demonstrated in Nutrition 1. You will have discussion time with your supervisor, assistant supervisor and class mates afterwards. Your supervisor will also need to sign off any recommendations you make before you deliver to your client.

### Consultations will begin on time

Make sure you are seated in your clinic room, prepared and ready to begin in plenty of time before the client arrives. **You must let your supervisor know that the client has arrived and that you are ready to begin before starting.**

### The Structure of the Student Consultation

The clinic supervisor is responsible for overseeing all details of your nutrition plan. The clinic supervisor will be assessing students via a closed circuit video link, or in some satellite colleges the supervisor will be present in the consulting room enabling them to assess you on various parts of the consultation. In both London and satellite colleges the supervisor will be available should you have concerns or queries.

An assistant supervisor from the CNM assistant supervisor programme may also be sitting in with you in your clinic room and silently observing the consultation. During the break, after the client leaves the room, the assistant supervisor will be able to help support you and focus your therapeutic goals.

As the student practitioner you are responsible for making sure the room is prepared. You will also need to prepare your paperwork for the supervisor and you will need to let your observers know of your aims for the consultation. During the break in the consultation, the student practitioner is responsible for directing and working with the observers and the supervisor in creating a viable therapeutic plan. The way you use the time during this break is led entirely by you; the observing students are to help you as you feel is best. This may be asking them to be quiet for a few minutes whilst you do some thinking. You may like to ask

one of them to find you food sources or a specific supplement guide, drug nutrient interaction information and the like.

**Observing students should not offer advice unless invited to do so, as this can be very confusing and off-putting for the student practitioner.**

As the year progresses the student practitioner will take more responsibility for creating the naturopathic summary, therapeutic aims and plan without assistance and is expected to be wholly competent in constructing their cases by the end of their studies.

The student practitioner will be required to present the case synopsis, naturopathic summary, therapeutic aims and nutrition plan and supplement plan to the clinic supervisor who will approve or alter the protocol before any advice is provided to the client.

Once the nutrition and supplement plan are approved and has been **signed off** by the supervisor the student practitioner will provide present the plan to the client and arrange a follow up consultation.

## **Follow Up Consultations**

The structure of a follow up consultation is the same as that for Nutrition 1. The MYMOP follow up is to be completed, information regarding signs and symptoms, main aims, progress, dietary compliance, supplement compliance, lifestyle compliance and any changes to medication or client's priorities is to be recorded. Any concerns or blocks / limitations to therapy all needs to be gathered to assess progress. A revised synopsis, naturopathic summary, therapeutic aims and plan need to be created and signed off by the supervisor before being explained to the client.

## **Handouts and Referral Letters**

Handouts can be used in consultations but a copy must be provided for the supervisor who will oversee its appropriateness. They should detail the sources used to create the handout at the bottom of the page.

The Standard CNM Referral form is used – this must be done for all red flag clients who haven't been assessed by their doctor. Please discuss concerns with your supervisor. A copy must be kept with the case history notes, and be sure to follow-up when you next see them.

[http://cnmstudent.com/\\_clinics/nutrition/Referral Form.doc](http://cnmstudent.com/_clinics/nutrition/Referral Form.doc)

## **Providing Advice Outside a Consultation**

As you are a student you are not qualified to give any advice to your clients outside the supervision of CNM lecturers and clinic supervisors. If a client contacts you with questions it is imperative that you bring this concern to a clinic day and discuss this with your supervisor.

Do not permit any changes to your client's therapeutic protocol (save cessation), until they have been discussed with and signed off by your supervisor.

## **Client Case Notes**

All client notes should be kept in the locked filing system on CNM allocated space. You may make a photocopy for your case study assignments but initials only should be on your copies and do not photocopy the name/address page.

Should a student wish to continue to see a client once qualified the original copy of the client's case history and notes must remain at the CNM. In the case of NCR (no carbon required) papers being used, please ensure the **original** is kept with CNM. Any handouts or additional recipe sheets etc must be copied to be kept with the original case notes.

## **Phone Consultations**

Phone or online video consultations are not permitted

## **Clinic Roles**

Please refer to the General Clinic Handbook

## **Contraindications or Possible Restrictions to Therapy**

Please refer to the General Clinic Handbook for further information regarding legal requirements.

**Children under 16 need to be in the company of and have informed consent from their parent or legal guardian. Another observer such as one of your observing student colleagues may be nominated by the parent/guardian to sit in for them if they do not want to attend the consultation.**

## Nutrition 2 Clinic Paperwork

Your first day of Nutrition 2 clinic will include a paperwork morning. Please print off your paperwork handout as well as assessment docs from the student website

**All students attending clinic will need to have their Clinic Attendance sheet signed for the hours they have attended.**

[http://cnmstudent.com/\\_clinics/nutrition/Confirmation of Clinical Hours Form.doc](http://cnmstudent.com/_clinics/nutrition/Confirmation of Clinical Hours Form.doc)

The following paper work will help to form some of your assessments. Please see the website for full details of your assessments.

In Nutrition 2 the student will take on the role of practitioner and will be responsible for sourcing and greeting the client, filling in the **MYMOP** and **MYMOP Follow up** and making the client aware of any facilities etc. In short, the role of Mentor from Nutrition 1 will become part of the student practitioner's role. Please read over your student roles from Nutrition 1 Clinic to re-familiarise yourself with the expectations of you.

Patient Grievance forms, Feedback forms and Client Introduction letters can be found on the website under Clinic Documents. These are sent automatically to clients upon on line registration

[http://cnmstudent.com/\\_clinics/nutrition/Appointment Confirmation Letter Nutrition 2 \(Example\).doc](http://cnmstudent.com/_clinics/nutrition/Appointment Confirmation Letter Nutrition 2 (Example).doc)

[http://cnmstudent.com/\\_clinics/nutrition/Patient Feedback Form.pdf](http://cnmstudent.com/_clinics/nutrition/Patient Feedback Form.pdf)

**Observing students to complete:**

### Nutrition 2 Nutrition Clinical Skills Checklist

Observing students will need to use this form for 9 separate consultations they watch and will only fill in 1 section for each consultation seen. Completed forms are kept in the portfolio. Use the first section for client one, the second section for client two and so on. This will allow you to become knowledgeable about the National Occupational Standards (NOS) and the core curriculum which you will be assessed against.

[http://cnmstudent.com/\\_clinics/nutrition/CNM Nutrition 2 Clinical Skills Checklist.docx](http://cnmstudent.com/_clinics/nutrition/CNM Nutrition 2 Clinical Skills Checklist.docx)

## **Student Observation (Reflection) Form**

10 completed forms required for your Portfolio. These will help inform your Reflective Essay and PDP assessment as well as being a required element of your Portfolio assessment.

[http://cnmstudent.com/\\_clinics/nutrition/Student Observation \(Reflection\) Form.pdf](http://cnmstudent.com/_clinics/nutrition/Student%20Observation%20(Reflection)%20Form.pdf)

### **Student practitioners taking a case to complete:**

## **CNM Terms of Engagement & Consent Form inc. Case Study Consent**

Please ensure your client fills in this form which is part of the Case History form so you may use the client as a case study. Your supervisor will sign it off on your Supervisor Feedback form.

## **Nutrition 2 Naturopathic Nutrition Clinic Supervisor Feedback Booklet**

This form should be used for each consultation where you take the case. It needs to be complete – **all pages – not separate**, so your supervisor is aware of previous comments. Once completed it must be present in your portfolio.

Please provide this form before the consultation begins. This form enables your supervisor to focus on and give you valuable feedback on your goals.

[http://cnmstudent.com/\\_clinics/nutrition/Nutrition 2 Supervisor Feedback Booklet.docx](http://cnmstudent.com/_clinics/nutrition/Nutrition%202%20Supervisor%20Feedback%20Booklet.docx)

## **CNM Case History Forms**

These forms must be used for all CNM consultations.

Forms are provided by the college for the practitioner student, but not for observing students.

[http://cnmstudent.com/\\_clinics/nutrition/CNM Case Taking Form.docx](http://cnmstudent.com/_clinics/nutrition/CNM%20Case%20Taking%20Form.docx)

[http://cnmstudent.com/\\_clinics/nutrition/CNM Case Taking Form \(Follow Up\).docx](http://cnmstudent.com/_clinics/nutrition/CNM%20Case%20Taking%20Form%20(Follow%20Up).docx)

**Synopsis, naturopathic summary, therapeutic aims, naturopathic nutrition plan and supplement plan paperwork will all be part of the case history forms and will need to be completed.**

You will need to present these to the supervisor before you can go ahead and present your plan to your client. Your supervisor will also need to sign off on your supplements (if any). Please ensure that you fill these forms in with as much detail as possible.

For further information on these items you may refer to your Case Taking Theory lessons, and your Clinical Assessment Overview.

**Red Flags will indicate referral form is necessary.**

## **MYMOP Audit**

This will need to be completed once all case studies are completed

[http://cnmstudent.com/\\_clinics/nutrition/Clinical Audit \(MYMOP\).pdf](http://cnmstudent.com/_clinics/nutrition/Clinical Audit (MYMOP).pdf)

## **Nutrition 2 CNM Assistant Supervisor Feedback Form**

The role of the assistant supervisor is to support you. However, you should not rely on the assistant supervisor to come up with a plan as this is your responsibility. Keep some copies of this form with your clinic paperwork for your assistant supervisor.

[http://cnmstudent.com/\\_clinics/nutrition/Assistant Supervisor Feedback Form.doc](http://cnmstudent.com/_clinics/nutrition/Assistant Supervisor Feedback Form.doc)

## **General Clinic Handbook & Naturopathic Nutrition Clinical Handbook Appendix**

The CNM General Clinical Handbook stipulates the core clinical requirements including student responsibilities, appearance, attitude, and clinical best practice. It is mandatory to have read and signed the following documents. The below should be signed from clinic start up file:

### **Student Agreement CNM**

Please see General Clinical Handbook

### **Fitness to Practise**

[http://cnmstudent.com/\\_clinics/nutrition/CNM Fitness to Practise Policy.docx](http://cnmstudent.com/_clinics/nutrition/CNM Fitness to Practise Policy.docx)



## **Informed Consent for Student Participation in Dietary Investigations**

[http://cnmstudent.com/\\_clinics/nutrition/Student Agreement for Participation in Dietary Investigations.docx](http://cnmstudent.com/_clinics/nutrition/Student%20Agreement%20for%20Participation%20in%20Dietary%20Investigations.docx)

## **Red Flags List**

Please refer to the General Clinic Handbook

To ensure safe practice at all times please make sure you are familiar with this list, keep a copy to bring for all clinic days.

## **Student Audit and Action Plan**

See your Clinic Assessment Overview regarding use of this form. It is needed to be filled for your Final Portfolio. You may wish to use it to audit any premise you hire upon graduation.

[http://cnmstudent.com/\\_clinics/nutrition/Student Audit and Action Plan.docx](http://cnmstudent.com/_clinics/nutrition/Student%20Audit%20and%20Action%20Plan.docx)