

**University of Prince Edward Island**

# **UPEI Dietetic Internship Program**

**Policies and Procedures  
Default**



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## **1.4 Policies and Procedures**

**Last date reviewed by Advisory Committee:** *June, 2016*

Policies and procedures for the program have been developed and are included below. These are based on those used by the Acadia and McGill University Integrated Internship Programs and the Queen Elizabeth Hospital Internship Program.

Policies and procedures are brought to the Dietetic Internship Advisory Committee for review and approval. The committee has representation from both the Department of applied Human Sciences and dietitians who act as preceptors.

Dietetic Interns, program staff, and preceptors are made aware of relevant program policies through class presentations, learning guides, websites, and other documents.

The program policies and procedures are reviewed and updated annually by the UPEI Integrated Dietetic Internship Advisory Committee.

### **UPEI Integrated Dietetic Internship Program Policies and Procedures**

#### **1. Dietetic internship Advisory Committee Terms of reference (08/09)**

Purpose: The Advisory Committee is to act as a resource and provide advice, feedback, and guidance to the UPEI Integrated Dietetic Internship Program in the areas of program direction and policies.

Objectives of the Advisory Committee are:

- a) To act as a resource to the program director and coordinator on planning, implementation and evaluation of the program.
- b) To serve as a formal mechanism to bring forward ideas from the dietetic community related to the internship program.
- c) To serve as a communications vehicle to the dietetic community on the work and plans of UPEI Integrated Dietetic Internship program.

#### Membership

- a) The committee shall consist of no less than five members. The internship director and coordinator shall be standing members on the committee. The remaining three positions will be held by dietitians who are currently acting as preceptors to the program.
- b) The three positions held by preceptors will represent different areas of dietetic practice and where possible different geographic regions of the province. One of the preceptor positions will be held by a recent graduate from the program.
- c) Membership is at the invitation of the committee. Preceptor committee members will be appointed for a three year term with the option of serving additional terms if willing to do so.

d) The internship coordinator shall act as the committee chair.

#### Subcommittees

a) The Advisory Committee may establish subcommittees to investigate and address specific issues. Subcommittees will report back to the Advisory Committee.

#### Meetings

a) The Advisory Committee shall meet in the spring and fall of each year and at other times as deemed necessary. Any committee member may request a meeting of the Advisory Committee.

b) An agenda for each meeting shall be sent one week prior to the meeting. Members of the Committee will be encouraged to contribute topics to the agenda.

## 2. Professional Conduct

Purpose: To promote professional conduct by students enrolled in the Dietetic Internship Program and reinforce the importance for dietetic interns (referred to as *interns* in this document) to adhere to professional standards and professional conduct guidelines for dietetics.

Policy: Students will be expected to adhere to the Dietitians of Canada Standards of Practice, including the Dietitians of Canada Professional Practice Guidelines and maintain professional conduct throughout the program. The professional and ethical behavior of dietetic interns is thus directed by these standards and guidelines. The dietetic Internship program reserves the right to dismiss a student from the program if he/she is considered to be unsuited to proceed in the program or practice of dietetics for reasons of unprofessional conduct.

#### Procedures:

1. Dietetic interns are required to be a member with Dietitians of Canada.
2. Copies of related material will be made available to all students during the first week of the Integrated Dietetic Internship Program (the professional practice course).
3. A discussion of how to implement the professional standards will be held with the Dietetic Interns during the first week of the Integrated Dietetic Internship Program (the professional practice course).
4. Achievement of professional practice competencies will be part of the student evaluation for each internship placement.
5. Unprofessional conduct may include but is not exclusive to the following behaviours, failure to demonstrate responsibility and accountability, unexplained absences, ill prepared and/or inattentive to learning experiences, disrespectful, rude, disruptive conduct, or misrepresentation of fact.
6. Repeated violations of professional conduct may result in suspension or dismissal from the program.
7. Students whose conduct places the dietetic internship placement in jeopardy will be immediately removed from the placement experience. At any time the coordinator or a preceptor has the right to ask a student to leave a placement for unprofessional conduct, including violations of dress code or unacceptable behavior.
- 8.

### 3. Personnel

Purpose: Interns will be justly treated and informed about procedures relating to placement expectations, including hours of work, sick/vacation time, and compensation.

Procedures:

- The hours of work will be determined by the nature of each learning experience. The Preceptor, in consultation with the Coordinator, will discuss the hours of work for each placement. Weekend and evening work is required in some placements, and reasonable hours longer than the regular workday may be necessary to complete learning in certain placements. In situations where the preceptor does not work full time hours, interns are expected to work on site no less than 7.5 hours each day. As well, Interns are expected to attend lectures and meetings outside the regular work day. Students are not expected to work more than six days in a row. Time in addition to a 37.5 hour week is not compensated by time “off in lieu” or overtime. Coffee and meal breaks will be determined by organizational policy.
- Students are expected to be punctual and have **regular attendance** during the Dietetic Internship placements. If absent from a rotation for illness or personal reasons, dietetic interns will contact at the earliest time possible:
  1. The Preceptor or other supervisory person within whose area of responsibility the student is placed and the Coordinator
  2. If the Preceptor and/or Coordinator (or designate) are not available, a message must be left, and the student must confirm sometime the same day that the message was received.

If the total number of days absent equals or exceeds two days in one placement, time loss will be made up, if deemed necessary by the Preceptor and the Coordinator, by whatever method is acceptable to all three parties (the student, the Preceptor, and the Coordinator).

- If there is a **long-term illness**, the Integrated Dietetic Internship Advisory Committee will review this on a case-by-case basis, and a decision on whether any additional time is required for the student to complete the program will be made. The total time for the internship must be 36 weeks. To ensure that this minimum time requirement has been met, each student must keep a record of their work time. The intern may be asked to secure a medical certificate for any illness.
- There is no **scheduled vacation** period for dietetic interns. Any request for time off by the students during the Internship Program will be reviewed on a case-by-case basis by the Coordinator (and the Preceptor if relevant). The effect of the time off on the achievement of competencies will be one consideration in making the decision.
- An intern will be granted **compassionate leave** in the case of death or serious illness of an immediate family member, with the time allowed to be negotiated with the Preceptor and the Coordinator. Where the burial occurs outside the Province, such leave will also include reasonable traveling time, usually not to exceed five (5) additional days. It may be necessary for the student to make up the time missed to achieve placement requirements.
- Time off will be granted for routine **medical and dental appointments**. However, where possible students should try to schedule appointments outside work hours. Interns should notify the Preceptor and the Coordinator 48 hours prior to the appointment.
- Time lost by an intern because of absence or lateness due to **storm conditions** will be governed by

the policy and procedures of the placement.

- There is no **designated compensation** for interns. It is possible that funding may be available in some years, under certain circumstances.
- The University of PEI carries **accidental death and dismemberment insurance** for students enrolled in the dietetic internship program.
- Interns are responsible for any **additional expenses** associated with completing the program such as travel and accommodation at affiliation sites, travel costs for tours, conferences, registration at conferences, immunizations, and uniforms.
- The UPEI guidelines for dress and appearance will be reviewed with the level I interns during the professional practice course. Students are expected to adhere to these guidelines at all times. In addition, students are required to abide by any **dress regulation policy** specific to the organization providing the placement.. If no policy is specified, interns are expected to portray a professional image with minimal jewelry and makeup.
- Interns who request to view their **personal files** will be granted permission to do so with advance notice. Interns have access to everything in their personal file with the exception of the confidential reports. Current interns' files will be maintained in the Coordinator's office.

#### **4. Professional Dress** (rev 2015)

**Purpose:** A dress code policy is necessary for the purposes of conveyance of a professional appearance. Professional dress can reflect a caring nature and promotes a professional image.

**Policy:** Dietetic interns are expected to become familiar and comply with the placement organization's dress code policy. In cases where the organization does not have a formalized dress code the intern is expected to comply with the "Professional Appearance, General Guidelines" stated below.

**Procedures:**

- Interns must inquire about the organizations dress code when making initial contact with the preceptor for the placement.
- Compliance with organizational dress code guidelines/policy is mandatory for all dietetic interns.
- In cases where an organization does not have a formalized dress code interns are expected to maintain a professional appearance. In such cases the "Professional Appearance, General Guidelines" should be followed.

**Professional Appearance General Guidelines**

- Ensure that hair is clean and tied back if it interferes with performance.
- Male students with beards should have them neatly trimmed.
- A minimum amount of jewelry is permitted. Appropriate jewelry may include one pair of stud earrings and a plain wedding band.
- To prevent harm to those people who suffer from chemical sensitivities, scented products are not to be worn. A minimal amount of scent free make-up is acceptable.
- All visible body piercing must be removed. Tongue rings should be replaced with a clear spacer.

- Where possible tattoos should be covered.
- Nails must be clean, groomed, short, and unpolished. Acrylic nails are not permitted.
- Gum chewing is not permitted.
- Student name tags must be worn at all times.
- Quiet footwear with closed toe and heel, quiet soles are to be worn in patient areas. Shoes must be fully enclosed, comfortable and non-slip. Hiking boots, or work boots are not permitted.
- Clothing should be properly fitting and professional in appearance. Tightly fitting tops, pants, or skirts are not acceptable. The following tops are not acceptable attire, belly shirts, halter tops, tube tops, spaghetti straps, sheer/see through clothing.
- Blue jeans, cords, sweats, yoga pants, tights, gym or other casual clothes are not acceptable attire.
- Clothing with low necklines, short mid-riffs and low-rise waist bands are unacceptable
- The hemline for skirts and dresses should be no higher than to the top of the knee

### **Food Service- level I**

- Interns are required to wear an uniform during the level I food service placement.
- Non-mesh sneakers with nonskid soles are required.
- Hair must be covered according to organization policy when in food service areas.

## 5. Confidentiality

Purpose: To protect privacy of patients, clients and staff.

Policy: Confidentiality of information related to patients, clients, and staff must be upheld.

Procedures:

- All information related to an identified individual must be treated as confidential. This information may be in written, verbal or other form. Even the knowledge that an individual is receiving a health service or is in a health care facility must not be volunteered or acknowledged.
- Confidentiality extends to everything interns learn about patients or clients in the exercise of their duties. It extends to information regarding the nature of the patient's/client's illness, its cause, its treatment, information the patient/client discloses; information on medical records or charts and information obtained in conferences.
- Confidentiality extends to any information about staff such as illness, personal problems, rumors, etc.
- Any misuse of confidential information is a serious offence and will be reported to the Preceptor and the Coordinator. Disciplinary action may include termination.
- Interns will sign the University of Prince Edward Island Integrated Dietetic Internship pledge of confidentiality during orientation (see below).
- Interns may also be required to sign an oath/pledge of confidentiality specific to the placement organization.

### PLEDGE OF CONFIDENTIALITY

I have read and reviewed the policies on confidentiality of the Integrated Dietetic Internship Program. I understand that all information on patient/clients and staff to which I may have access is confidential and is not to be communicated to anyone in any manner, except as outlined in the policies.

I understand and agree that in the performance of my duties as an intern, I must hold medical information in confidence. Further, I understand that violation of the confidentiality policy may result in my immediate dismissal from the program.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## 6. Recruitment of Applicants (rev /2012)

Purpose: To clarify admission requirements for the Integrated Dietetic Internship Program and describe the process for informing students about the program.

Policy: Interns will be recruited using standard procedures to ensure all students in the Bachelor of Science in Foods & Nutrition Program are informed about the internship program.

Procedures:

Written and oral information about the Integrated Dietetic Internship Program will be made available to all students in their first, second and third years of study in the Bachelor of Science in Foods & Nutrition Program in the Department of Applied Human Sciences. An information session will be held at the beginning of each academic year. It will be clarified that applicants must be Bachelor of Science (Foods & Nutrition) students enrolled in their third year of study in the Foods & Nutrition Program at UPEI. Applicants must have completed the minimum number of required courses (FN 111, FN 211, FN 212, FN 223,, FN 321, FN 331, FN 351, FN 383, BIO 131, BIO 122, Chem 111 and 112, Chem 243). **An overall Cumulative GPA of 3.0 (74-76%)** is required. Students must also maintain a cumulative **GPA of 3.0 in nutrition courses with no nutrition course below a GPA of 2.7.**

In September, students will be informed about the program information session through notices posted in the student lounge and the Department of Applied Human Sciences bulletin boards.

Faculty advisors, who are in contact with their assigned students, will reinforce the availability of the Integrated Dietetic Internship Program and encourage eligible students to apply (*see Selection of Dietetic Interns*). The Coordinator is responsible for keeping the faculty up to date on any relevant selection policies established by the Integrated Internship Advisory Committee.

## 7. Calculating averages (rev 2012)

Purpose: To ensure that a consistent and fair method is used when calculating the averages of students applying to the UPEI Integrated Dietetic Internship Program.

Policy: Academic averages will be calculated using the following procedure. A maximum of twenty-five courses will be used to calculate the average. The average will be calculated using the marks for the twelve required courses listed above. The remaining thirteen courses used to calculate the average will be those courses most recently taken as listed on the transcripts provided.

Procedures:

- The student's average will be calculated using the marks as they appear on their UPEI transcript.
- In cases where the student has been awarded a "P" for a passing grade the student will be required to verify, through an official transcript, the mark they received for the course transferred. As well, students are responsible for providing a copy of the letter received from the UPEI Registrar's office indicating the course number for those courses which have been transferred.



- If the only grade given on the official transcript for a transfer course is a “P” that course will not be counted in calculating the overall average.
- Transfer credit will not be awarded for either of the clinical nutrition courses for students coming from a community college.
- It is strongly recommended that transfer students spread their academic work over three years and apply to the integrated program in their second year at UPEI. Having more credits from UPEI will allow additional time to build a stronger case for acceptance into the internship program.

## **8. Selection of Dietetic Interns** (rev 2014)

Purpose: To select interns for the Integrated Dietetic Internship Program who best meet the entry criteria.

Policy: Interns will be selected using standard procedures consistent with current government regulations dealing with human rights, employment, and immigration.

Procedure:

- Students interested in applying to the Integrated Internship Program will be informed about the program by the last week of October through notices posted in the student lounge and on bulletin boards in the Department of Applied Human Sciences.
- Students interested in applying to the program may obtain an application package from the Department of Applied Human Sciences office (HSB-314) in the fall semester.
- Completed applications are to be returned to the office (HSB-314) by the January deadline set each year.
- Applications will be screened to determine if selection criteria has been met. Those packages which pass the initial screening will be ranked. Ranking scores will be determined using a combination of the Academic Performance Score and the Department Composite Evaluation score.

### **(i) Initial screening criteria**

- GPA of 3.0 or above, nutrition marks GPA 3.0 and a GPA of 2.7 in all Foods and Nutrition Courses..
- Member of Dietitians of Canada
- A maximum of fourteen interviews will be conducted annually. Applicants who meet the established criteria will be granted an interview.
- In cases where more than fourteen applicants meet all criteria. The points for the academic standing and the department references will be used to determine which students will be granted an interview.
- Those students who screen through to the pre-interview phase will be required to complete a critical thinking assessment. Grades achieved in this assessment will be one component of the final score.

- The Interview Committee will be appointed annually and will consist of one faculty member, one other Integrated Internship Advisory Committee member who has acted as, or who has the potential to act as, a preceptor to interns and one member of the professional community.
- The Interview Committee determines admissibility based on, paid and unpaid work experience, student motivation, interpersonal skills and professionalism. Refer to Interview Rating Form to review the criteria and weighting assigned to each area.
- The Selection Committee finalizes the interview questions and adds to these as appropriate; conducts the interviews; and ranks the applicants using the developed criteria. See interview rating form.
- Following the interview process, references will be reviewed for those applicants who are being considered for the internship program. Applicants may be disqualified based on the feedback obtained from references.
- The number of intern positions available is determined annually. Positions will only be filled with applicants who successfully complete all phases of the selection process. The committee is in no way required to fill all available positions.
- The Coordinator will contact all students interviewed, in writing, by the first week of February regarding the outcome of the process. Both the successful and unsuccessful applicants will be informed in writing of the decision of the Selection Committee.
- Successful applicants will confirm acceptance into the program in writing within three days from offered the position.

## **9. Disclosure and Protection of Student Information (August 2015)**

Purpose: The dietetic internship program is committed to taking every reasonable step to protect the confidentiality of information contained in the records of students enrolled in the program.

Policy: The dietetic internship program will comply with the University of Prince Edward Island policy on Disclosure and protection of Student information as outlined in UPEI PolicyNo.admreggnl0002

## **10. Prior Learning Assessment Recognition (PLAR) (2007)**

Background:

The skills required by dietitians are detailed in the essential competencies document. Interns who have worked or volunteered in a supervisory or managerial role may have demonstrated some of these skills prior to starting internship. Practical experience obtained in the previous few years may mean that a student has already met some of the competencies required for entry level practice, or made significant progress towards meeting them.

*Examples of experience*

Managerial food service experience acquired while working as a food service supervisor.  
Communication and education competence as you planned, implemented and delivered group education

sessions.

#### *How to obtain credit*

Students must be prepared to document what they have done, identify the competencies that have been met using the Integrated Competencies document and have the supervisor/manager attest to their experience.

#### *Prior learning Assessment Submission format and deadline*

If students have previous relevant learning, they must be prepared to document what they have done. Submissions will be accepted in a portfolio format only. The deadline for PLA submissions is one month before the Level I start date for the internship program.

Purpose: To provide interns the opportunity to be granted credit for previous learning that is relevant to the practice of dietetics.

#### Policy:

Interns who can demonstrate entry-level competence through work or volunteer activities completed prior to internship will be granted credit for these activities. Credit will be awarded in the form of reducing the length of the intern's program. All prior learning assessment documentation must be submitted one month prior to the program start date.

Dietetic interns accepted into the UPEI Integrated Dietetic Internship program will be made aware of the opportunity, through portfolio development and subsequent prior learning assessment (PLA), to be granted credit for a portion of the internship program based on past work or volunteer experience.

Students who express an interest in seeking credit for prior learning will be informed of the process and procedures to be followed.

#### Procedure:

- Upon acceptance into the internship program, the Internship Coordinator will inform incoming interns of the opportunity to document their work or volunteer activities for credit.
- Interns who express interest will be provided with the details on the procedure to follow for initial documentation for PLA (step I See procedure for documentation)
- The internship coordinator will review the documented experience to determine if the activities described reflect the competencies claimed.
- If the internship coordinator deems that the initial documentation warrants consideration the student will be advised to prepare complete documentation of the experience in the form of a portfolio.
- To be considered for credit, documentation must be delivered to the internship coordinator at least one month prior to the start date of the program.
- A committee will be struck to conduct a formal assessment of the portfolio submission. The committee will consist of the program director, internship coordinator and a dietitian who practices in the area related to the experience.
- The committee will make the final decision on whether or not credit will be granted and on the amount of credit (time) awarded.
- Pending the committee's decision, the intern will be notified of the decision. If credit is granted, the student's internship program will be modified accordingly.

- The decision of the PLAR committee and credit awarded will be retained in the intern's file.

### Step I

Procedures for initial documentation for PLA consideration

- i. Prepare a cover letter describing in detail the type of learning, work or volunteer experience you have achieved.
- ii. Describe each project/learning activity.
- iii. Describe your level of involvement/responsibility with the project/activity.
- iv. Identify your supervisor for the project/activity.
- v. Submit the above information to the program coordinator.

The internship coordinator will review the submission and determine if the experience qualifies for PLAR consideration. Students with successful submissions will be instructed to prepare a comprehensive PLAR submission in the format of a portfolio following the guidelines below.

### Step II

Procedures for comprehensive Portfolio Submission

- Include a cover letter describing the project/learning activity(s) undertaken.
- Describe in detail each step of the activity/project.
- Write out the steps in the sequence they were completed. Consider each step as it relates to the competencies and performance indicators.
- For each project (learning activity) you have completed described in detail the following:

The specific competencies and performance indicators completed by doing each step of the project/activity- refer to the Integrated Competencies Document. Use the numbering system from the document in your submission.

Describe the specific activity which led to the achievement of each competency/performance indicator.

Provide evidence of the work completed. This could include revised menus, staff schedules, brochures, slide presentation, and pictures of work completed.

Have your documentation verified by your manager/supervisor and their signature affixed. This person is generally a Registered Dietitian. However, the signature of another individual is acceptable if she/he is an expert in the area.

- Complete a reflection on the work/volunteer experience. Highlight the areas of greatest learning. How you feel this experience will enhance your skills as a dietitian.

- Sample documentation which can be used as a guide will be provided to individuals seeking PLAR.

## **11. Placements** (revised 2015)

Purpose: To ensure access to facilities and resources (both human and material) which facilitate the achievement of competencies as outlined in the Integrated Dietetic Internship Student Learning Guides.

Policy: The Coordinator, with the guidance of the Integrated Dietetic Internship Advisory Committee, will select and confirm placement sites in the participating agencies for Internship placements, considering the internship sample activities and the resources available at the individual placement.

Procedures:

- The Coordinator, with the guidance of the Integrated Dietetic Internship Advisory Committee, will identify placement sites in the participating agencies.
- If students are aware of a possible learning opportunity which is not on the list they are to contact the program Coordinator directly.
- To avoid a conflict of interest, students are required to inform the coordinator of sites where they may have been an employee and or where they have significant others in the workplace, i.e. parent, spouse/partner, child, or other individuals with whom they are closely connected. The coordinator will make the final decision as to whether the setting is appropriate for the student.
- Students will be required to sign a **A** “Placement Acceptance Agreement”. Breach of this agreement will result in loss of registration in the internship program.
- Changes in placement locations for reasons of resource availability or conflict situations may be necessary. This judgment remains the prerogative of the Coordinator in consultation with the Advisory Committee.
- Students who request international placements are responsible to ensure that all documentation required to enter the country and participate in dietetic training is complete. It is not the responsibility of the program coordinator to manage this aspect of the placement.
- Interns will be given the opportunity to indicate nutrition care II placement preference from the list of potential placements (see process outlined below).
- Students are not to contact any placement directly.
- The coordinator makes the final decision regarding placement site for each student.
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### Nutrition Care II Placement Assignment (2015)

Policy: Students enrolled in the UPEI Integrated dietetic Internship will be placed at one of the predetermined level II nutrition care placement sites identified by the Professional Practice Coordinator.

### Procedure Student Placement Assignment

Students in level II of the dietetic internship program will be required to complete the nutrition care placement in one of the predetermined placement locations. Students will be given the opportunity to indicate their nutrition care site preferences but the final decision as to where the student will be placed will be made by the Professional Practice Coordinator. It is recommended that as you consider your site preferences consideration should be given to, location, future employment goals, your fit with site type

and culture, preferences of fellow students, site offerings etc.

Placement assignment process:

Student rankings will be reviewed by the Professional Practice Coordinator and those individuals who ranked out of province placements as #1 will be assigned first.

- a.) In some situations the Professional Practice Coordinator may deem a placement unsuitable for an individual student. This decision may be based on previous internship placement experiences, internship and/or academic performance, or other factors. The intern will be informed of any placement site which has been deemed unsuitable.
- b.) Placement assignment will begin with a review of out of province site rankings. In cases where only one student has ranked an out of province placement site as #1 that student will be granted the placement site selected.
- c.) If more than one student ranks the same out of province placement as # 1 then a random draw will be conducted to determine the student who will be granted the placement.
- d.) The rankings of the remaining students who were not successful in the first round will be reviewed and if the second choice is also an out of province site they will be awarded that site if no other student has ranked that site as number two. In cases where more than one student has ranked the site as number two a random draw will be completed as outlined above. This process will be continued until all students with out of province site rankings have been filled.
- e.) After the students with out of province placement rankings have been filled the remaining student names will be entered into a random draw. The first six students selected will be granted a clinical placement in the province of Prince Edward Island.
- f.) When all six PEI placements have been filled the remaining out of province placements will be assigned to those students who remain after the above steps have been completed.
- g.) Should a situation arise where less than five students identify PEI placements as number one random draws will be conducted for the PEI placements.
- h.) Placement site assignments are final.

## 12. Affiliations

Policy: Affiliation agreements will be negotiated between the integrated internship program and affiliate partners.

Procedures:

The Coordinator provides the affiliation with the following information:

- a) Copy of the affiliation agreement.
  - b) Clearly defined responsibilities of the affiliating institution/organization.
  - c) Duration of affiliation.
  - d) Objectives to be achieved by the intern.
  - e) Method of evaluating the intern's performance.
- The affiliation institution/organization forwards the signed affiliation agreement to the Coordinator who then sends the agreement to the comptroller to be signed
  - A copy of the signed agreement is kept in the coordinator's office and one copy is sent back to

the placement organization.

### **13. Establishing Learning Contracts**

**Purpose:** to provide a record of learning and to facilitate the learning process for the intern.

**Policy:** At the beginning of each placement, the intern develops a learning plan to be approved by the Preceptor. The learning plan is a record for the Coordinator, Preceptor, and intern identifying the performance objectives, competencies and activities to be undertaken, and the completion date for each. Both the intern and the Coordinator retain a copy of the learning plan.

**Procedure:**

- At the beginning of each placement, the intern familiarizes her/himself with the performance objectives and competencies/performance indicators to be covered in the placement.
- The intern selects activities for each placement as identified in the student learning guide, or identifies an equivalent activity in consultation with the preceptor. If the equivalent learning activity selected does not meet the identified competencies/performance indicators, the Coordinator and preceptor will identify additional enabling activities for the placement or for a subsequent placement.
- The intern requests a meeting with the Preceptor to discuss the proposed learning plan. The Preceptor approves the proposed learning plan or suggests alternative enabling activities.
- The intern and Preceptor agree on a completion date for the learning plan.
- The intern forwards a copy of the plan to the Coordinator at the end of the first week at the placement.

### **14. Evaluation Procedures for Interns**

#### **(a) Placement Performance Evaluations (07/13)**

Purpose: To ensure consistency and fairness in the evaluation of intern performance.

Policy: Evaluation is based on the completion of performance objectives/learning activities and completion of competencies/performance indicators in each placement

Procedures:

- In each of the placements, the evaluation addresses three broad competency areas, Professional Practice, Communication and Collaboration which are elements of everyday practice and performance indicators relevant to the specific area of practice.
- Completion of the list of broad competencies and performance indicators serves as the performance appraisal. Each competency statement encompasses the corresponding performance indicators. The intern will be evaluated on each performance indicator.
- At the end of each placement, the intern and the Preceptor(s) evaluate the intern's competencies according to his/her achievement of the activities and performance indicators. Written work is also evaluated by the preceptor.

- For placements longer than two weeks in length, a midpoint evaluation is recommended. This can take the form of either a written or oral evaluation.
- The Coordinator is responsible for reviewing the evaluation form with the preceptor when the placement is confirmed. Interns can access the evaluation forms on the moodle site. Interns are responsible for giving these to the Preceptor for completion. Evaluation of written assignments is the responsibility of the Preceptor and/or Coordinator.
- It is the intern’s responsibility to return the completed evaluation forms to the Coordinator within one week of completing the placement or by an agreed upon deadline.
- The dietetic intern’s performance will be rated by the Preceptor according to the rating scale approved by the Integrated Internship Advisory Committee (see below). The Preceptor will rate the intern’s progress toward achievement of the required competencies/performance indicators on the following descriptors/level of achievement which are reflected in the performance evaluation forms for each level of the program.
- By the end of the program, it is expected that the intern will be able to perform at **the Competent/Independent level** for most performance indicators.

### Performance Rating Categories

<b>Performance Rating Categories</b>	
<b>Exposure/Discussion (E)</b>	Describes experiences at the exposure level only. Interns may have observed activities but not performed them independently. Activities are rule-driven, and interns at this stage may require significant supervision or prompting may make numerous mistakes or omissions and may require extended periods of time to complete tasks.
<b>Supervised (S)</b>	Describes experiences at the “hands-on” level but with direct supervision. Activities are primarily directed by the preceptor and the intern may have difficulty identifying relevant data. Interns rely upon rules and procedures and require significant direction when rules do not apply. The intern may still make numerous mistakes and require extended periods of time to complete tasks.
<b>Minimal Supervision (M)</b>	Describes experiences at the “hands-on” level requiring only minimal supervision. Interns may identify most relevant details, but may still lack speed and flexibility and seek direction when/if original plans fail. Although mistakes are minimal, interns may still require assistance prioritizing to complete tasks.
<b>Competent/Independent (C/I)</b>	Describes experiences at the “hands-on” level to generally recognized standards of the profession. Although speed may still be somewhat slower, the intern presents no threat to the public, and is able to prioritize activities to achieve goals and established outcomes within a reasonable timeframe, with minimal errors or omissions and with little or no prompting required from the preceptor.
<b>N/A</b>	Not observed or not applicable to this rotation.



## **Non-Competent Behaviours**

The following is a list of behaviours considered non-competent (List is not exclusive). Interns who perform in this manner would be considered not competent.

- Making errors without recognizing them or learning from them or continuing to make errors following correction
- Inability to think critically
- Not applying past experience
- Avoiding/not making decisions
- Not being able to work collaboratively
- Not asking for help when needed
- Demonstrating inappropriate communication, interpersonal, or social skills
- Practicing unethically or outside professional scope
- Not being receptive to advice/constructive criticism
- Lacking knowledge/skills and not pursuing further learning
- Lacking the ability to recognize self-limitations/knowledge deficits

### **Entry-level proficiency:**

- When presented with routine situations, the entry-level dietitian performs relevant competencies in a manner consistent with generally accepted standards in the profession, without supervision or direction, and within a reasonable timeframe. The entry-level dietitian selects and performs competencies in an informed manner. The entry-level dietitian anticipates the outcomes to expect in a given situation and responds appropriately.
- The entry-level dietitian recognizes unusual, difficult to resolve, and complex situations which may be beyond their capacity. The entry-level dietitian takes appropriate and ethical steps to address these situations, which may include seeking consultation, supervision, or mentorship, reviewing research literature, or making a referral.

## **b) Intern Final Summary Evaluation (07/13)**

Purpose: To provide a composite evaluation of the intern's performance at the end of each program level.

Policy: Upon completion of all placements at each level of the program, a composite evaluation which identifies the competencies achieved will be completed and maintained by the Coordinator. The final summary evaluation will be prepared by the program coordinator. Evaluation will highlight completion of projects and learning activities completed in each competency area during the course of the internship program.

Procedures:

- The intern will submit all completed evaluation forms, logbook, checklists, and eportfolio to the coordinator by the predetermined deadline. Late submissions will not be accepted.
- The intern will prepare an 'Attestation Log book' and submit the document to the coordinator at a predetermined date.

- The logbook should highlight some of the major activities completed which demonstrate achievement of the individual performance indicators for each area. The summary should include areas identified as strengths and those areas where the student recognizes further development is required.
- The student may draw on comments made by preceptors in placement evaluations, journal entries as well as personal self-assessment.
- The coordinator will review the completed logbook to ensure that all performance indicators have corresponding activities. Using the logbook as well as, the evaluations completed by preceptors, checklists and eportfolio the coordinator will prepare a summary of student's overall performance.
- Students will submit certificates for all required on line courses.
- The intern and coordinator will meet to review and sign the final summary evaluation.
- The final summary evaluation will be retained in the intern's file.

## **15. Communication**

Purpose: To ensure interns are provided with feedback on their performance and have the opportunity to raise issues and concerns in a timely manner.

### Procedures

- Interns and the Coordinator will maintain regular contact. Interns will submit at least one reflective electronic journal entries weekly. They will provide an update on progress on activities completed and status of those outstanding.
- The Coordinator will contact preceptors at the mid-way point of the placement to assess how the placement is proceeding and answer any questions or concerns. The frequency of contact may be modified if deemed necessary by either party. The Preceptor(s) will maintain a record of issues, including suggestions for performance objectives, to share with the Coordinator at the completion of the placement.
- The intern will request a meeting with her/his Preceptor at the end of each placement (and at the mid-point if the placement is more than two weeks in length) to discuss the evaluation and obtain feedback on performance.
- At the end of the program after completion of each level, the intern will meet with the Coordinator to discuss and sign off the summary evaluation.

### **b) Email communication (2012)**

Introduction:

E-mail is a quick and effective means of communication and is replacing the letter. The interoffice memo and the face-to-face chat. Considering our expanding reliance on e-mail, it should be considered as an official form of communication between student and preceptors/coordinator.

#### Policy Statement

E-mail correspondence between students and coordinator/preceptors should be professional in nature. Below are some guidelines which should be adhered to:

- 1) The subject line should be descriptive related to the purpose of the message.
  - 2) The salutation must be appropriate (Ms., Mr., are fine 'hey' is not acceptable);
  - 3) the body of the email should be free from grammatical and punctuation errors and easy to read.
  - 4) The e-mail should be brief and to the point (i.e. one or two questions that can be answered in a few sentences each).
  - 5) Your closing should include your name.
- While e-mail is quick to send – arriving seconds after pressing 'send' – it is not the same as a conversation. Sometimes it may be necessary to telephone the person or meet face to face to discuss complex topics.
- 6.) You should respond to emails within 48hours (except on week-ends).

You can expect the following when dealing with your coordinator by email:

- 1) E-mail will be answered as soon as is reasonable but at least within 48 hours (except week- ends);
- 2) Do not expect e-mail to be answered on week days, outside of working hours (9:00 a.m. to 5:00 p.m.) or while the coordinator is away (at a conference, holidays etc.);
- 3) Not all concerns can be addressed adequately through e-mail. You may need to schedule a time to meet face to face with the coordinator.

## **16. Assessment of Depth and Breadth of experience (09/09)**

**Purpose:** To ensure by the end of the program, students enrolled in the UPEI dietetic internship program have gain an appropriate depth and breadth of experience in each of the areas of dietetic practice.

**Policy:** The placements and rotations arranged for each intern will provide a diversity of experiences in each area of dietetic practice with sufficient time allotted to allow the intern to become competent in performing associated performance indicators.

### **Procedure**

- Nutrition care placements will be arranged to ensure that each intern is exposed to no less than four different areas of clinical practice during the course of the internship program. Each rotation will be no less than two weeks in length to allow adequate time for the student to gain a depth of understanding in the corresponding area.
- The clinical checklist will be reviewed by the coordinator at the end of level I to determine the most suitable placement for level II to ensure the student has a broad clinical experience with the appropriate amount of depth. At the end of level II a review of level I and Level II checklists will be completed to assess breadth and depth of experience.
- Students will complete two food service placements. At least one of the placements will provide service to patients/residents and one placement will have cafeteria or dining room service. The first placement will provide basic food service experience rotated to how a food service department operates. The level II placement will provide opportunity for the intern to develop supervisory and managerial skills.
- Students will complete one Population and Public Health placement. The placement will be arranged to ensure that the intern gains experience working with at least two different target

populations. Students will be required to complete the Dietitians of Canada Population Health Needs Assessment on line course.

## **17. Evaluation of Integrated Internship Program**

The UPEI Dietetic Internship has identified six outcome measures to determine overall effectiveness of the program in preparing students for entry level practice. The outcome measures are as follows:

### **Program Outcomes (2014)**

- The retention level of students in the program will be 100%
- Students who have completed the program will rate their level of confidence in entering the dietetic profession as good or higher.
- Students will indicate that they were satisfied with the UPEI internship program by conferring that “this would be their program of choice if they were to do it again” on the exit survey.
- All graduates will pass the CDRE exam.
- Graduates seeking employment in the area of dietetics will be successful in finding work within six months of graduation.
- Graduates working in the area of dietetics will report using PEN or other credible resources as a part of their evidence based practice.

### **Program Evaluation**

Key stakeholders are annually invited to provide feedback on the internship program. This feedback is obtained from each class of students, those dietitians who act as preceptors, and the internship advisory committee. As well, the program is accredited through the Partnership for Dietetic Education and Practice. The data gathered from the various stakeholders is compiled in reports and these reports are used by the advisory committee for purposes of program planning. The evaluation reports are also shared at the Food and Nutrition curriculum review meetings to provide direction in curriculum planning.

#### **a) Evaluation by Interns**

Policy: The Integrated Dietetic Internship will be evaluated in a systematic manner by interns during and following each level of the program, and six months after completion of the program.

The results of all evaluations of the program by dietetic interns are considered in planning the program for the following year.

Procedures:

**Evaluation at the end of each placement:** On the last day of the placement the intern completes an exit evaluation and e-mails it to the Coordinator. The intern and the Coordinator discuss the evaluation. Student placement feedback is shared with the advisory committee.

The internship coordinator prepares a summary of the student comments and this is sent to the individual preceptors in the form of a letter.

**Evaluation at the completion of the integrated dietetic internship program:**

Students are required to complete an exit survey evaluation which addresses topics such as program structure, forms, placements, communication, scheduling, and any aspect of the program which the intern wishes to discuss. The Global Perspective Exit survey is passed in to the coordinator at the time of the meeting for the student's final evaluation.

A summary report is prepared and shared with the advisory committee and findings are presented at the annual Foods and Nutrition program review.

**Evaluation of Program Coordinator:**

Interns are specific questions on the placement feedback form regarding the support and guidance provided by the coordinator as part of each placement evaluation.

Interns are invited to complete a separate evaluation of the Coordinator's performance at the end of the program. This evaluation is submitted to the Program Director. The Director reviews the feedback with the coordinator and themes are shared with the advisory committee.

**Evaluation within the first year of graduation from the program:** The Coordinator forwards a questionnaire to each graduate six months after graduation to obtain feedback on how well the student feels the program prepared them to practice as a dietitian, success in finding employment, and related information.

A report on feedback obtained from the most recent graduating class is shared with the advisory committee and presented at the Foods and Nutrition annual course review.

**b) Evaluation of the Internship Program through CDRE Results**

The coordinator contacts the Registrar for the PEI Dietitians Registration Board to obtain results for the spring and fall writing of the CDRE. The results are shared with the advisory committee and the Department Chair.

**c) Evaluation by Participating Dietitians**

Dietitians who have acted as preceptors are invited to complete a placement evaluation survey. The dietitians are invited to provide feedback on the program plan, evaluation process, and forms, length of the placement and/or to express any concerns which they may have.

The feedback provided is compiled in a report which is shared with the advisory committee and with the Foods and Nutrition Faculty during the annual program review.

**18. Failure to complete designated competencies/performance indicators. (Revised 2013)**

Purpose:

To ensure consistency and fairness in the decision making process used when an intern fails to complete the designated competencies during a placement.

## Policy:

Interns who fail to complete the required competencies or fail to achieve a “competent/independent” rating by the end of a level II placement may be granted an extension in that placement, or may be allowed to proceed to the next placement with conditions, or may be terminated from the program.

## Procedures:

If an intern does not complete the designated competencies by the end of the placement or receives a rating below the required rating for that level, the Coordinator will meet with the intern and Preceptor to discuss his/her progress, and identify the competencies/performance indicators which have not meet.

After consultation with the Preceptor and the Intern, one of the following decisions will be made:

a.) The intern is granted an extension at the present placement. Extensions are granted only in cases where the intern presents a plan which meets the approval of the Preceptor and Coordinator describing how the outstanding competencies/performance indicators will be achieved. Extensions can only be granted in situations where the preceptor and organization can accommodate the intern for an additional period of time. The total length of the internship can be extended to a maximum of four additional weeks.

b.) The Intern will be allowed to proceed to the next placement with specific conditions for meeting the outstanding competencies/performance indicators.. In consultation with the preceptor and the coordinator the intern is required to develop and present a plan outlining how the outstanding competencies will be achieved. The plan must meet the approval of both the Coordinator and the current Preceptor.

The coordinator will then inform the next placement preceptor of the outstanding competencies to determine whether this individual is willing to take the student. If the preceptor is in agreement than it is the intern’ s responsibility to communicate this plan to the preceptor of the next placement ensuring that he/she is aware of the intern’s plan for improvement. If the next placement preceptor declines to take the student then the student cannot proceed in the program unless a new preceptor can be found

c.) The intern will be asked to withdraw from the program if the competencies are not met following the above arrangements or in situations where a.) and b.) are not feasible. ( See **termination policy #19**)

In cases where the intern is allowed to proceed to the next placement or an extension is granted, the Coordinator sends a letter to the intern and Preceptor documenting the final decision and listing the performance objectives and competencies which have not been achieved. A copy of the intern’s plan for improvement will be attached. The coordinator and preceptor will closely monitor the intern’s progress.

## 19. Termination from the UPEI Integrated Dietetic Internship Program (Revised 04)

### Purpose:

To ensure consistency and fairness when making decisions which require an intern to withdraw or to be

terminated from the program.

Policy:

Interns may be terminated from the program for just cause including, but not limited to, the following reasons.

1. Termination action is taken in the following circumstances:

Unsatisfactory performance:

a.) Failure to complete designated competencies and/or achievement of required ratings by the end of the placement, or after an extension of a placement has been completed or at the end of the program.

b.) Failure to submit required documents to the coordinator at the end of each program level by the predetermined deadline. Documents may include but are not limited to evaluation forms, checklists and e-portfolio.

c.) The intern has been asked to leave a placement prior to the pre-determined end date.

d.) The intern has failed to demonstrate the essential skills and attributes for dietetic practice as outline in the document “Essential Skills and Attributes Required for Students Enrolled in the University of Prince Edward Island Integrated Dietetic internship Program.”

e.) Excessive supervision is required by the student as compared to the degree of supervision generally required by students at the same level in the program. Example- Level II students should be able to work independently and report back to the dietitian about activities undertaken or completed, minimal supervision required. Supervision required less than 25% of the time.

1.2 A regression of performance is noted during the later stages of the program.

1.3 Performance has remained unacceptable despite guidance/coaching and the opportunity to develop competency or rectify a problem.

1.4 Failure to accurately complete tasks within specified time frames.

1.5 Submission of assignments or projects show evidence of plagiarism and/or are not thoroughly or accurately referenced.

1.6 Violation of the DC Professional Practice Code.

f.) Professional misconduct infractions warranting termination include but are not limited to:

- Theft
- Use or possession of drugs or alcohol while on a placement
- Willful disorderly conduct towards patients, visitors or other employees

- Insubordination
- Willful damage to organization property or the property of another
- Neglect of duty
- Major violation of placement and/or program policies and safety rules
- A minor violation which is repeated after having been given warnings and a suspension
- Cases involving a suspected criminal offense will be reported to the appropriate authorities.

The Professional Practice Coordinator for dietetics is responsible for preparing a letter summarizing the Intern's performance status. A copy of this letter is placed in the intern's file and housed in the coordinator's office. Depending on the nature of the circumstances necessitating the investigation, the Intern may be asked to leave the placement premises, pending further notification, while the investigation is being conducted.

## **20. Termination Procedures:** (Revised/04)

A decision to proceed with termination is based on:

- a.) The outcome of a complete investigation of all facts, issues, and documentation pertaining to the individual case
  - b.) Consultation with the Professional Practice Coordinator for dietetics, Program Director, and Placement preceptor.
- The Professional Practice Coordinator for dietetics informs the Intern of the termination action in writing and schedules a meeting with the Intern. The Internship Director and Coordinator are present at the meeting. The Intern is advised of the outcome of the investigation, the ensuing action, and the reasons why such action is necessary.
  - The intern is given the opportunity to immediately withdraw from the program. Should the intern decline the opportunity to withdraw she/he will be terminated from the program.
  - The Dietetic internship coordinator:
    - Documents the outcome of the meeting with the intern.
    - Retains a copy of the documentation in the Intern's file.
    - Prepares an evaluation form summarizing the Dietetic Intern's performance from the beginning of the program to date of termination.
  - The intern may appeal the termination. It is the responsibility of the intern to ensure that he/she proceeds with the appeal process in accordance with the established appeal process. (See appeal Policy # 21)
  - Interns are made aware of the appeal process at the onset of the program, and written reference is included in the written notification of termination to the intern.



## 21. Intern Appeal Procedures

Purpose: To provide interns with an opportunity for a fair, objective, evaluation of the process leading to a decision to extend an intern's program, or request withdrawal from the program.

Policy: It is the dietetic intern's right to appeal any evaluation/decision that results in the extension of his/her program or a request that he/she withdrawal from the program.

Procedure:

An intern may appeal any evaluation/decision that results in the extension of his/her program or the request of his/her withdrawal from the program.

- A written request for an appeal must be received by the Program Director *within one week* of the decision/evaluation. The Program Director will then strike an Appeals Committee to rule on the case.
- The Appeals Committee will include the Program Director, one member of the Integrated Internship Advisory Committee (other than the Coordinator) and one member from the professional dietetic community who has experience as a preceptor but who is not a member of the Advisory Committee.
- The committee will review the intern's case *within fourteen days* of the request and inform the intern of their decision in writing.

## 22. Intern complaints (2015)

Purpose: To ensure that dietetic interns are aware of the procedures to be followed when making a complaint or bringing forward concerns.

Policy: Dietetic interns may bring forward complaints/concern related to the dietetic internship program through established procedures.

Procedures:

1. Dietetic interns are required to initially discuss any concerns they have regarding the program with the Professional Practice Coordinator of Dietetics.
2. If the intern feels that the Professional Practice Coordinator has not satisfactorily address their concerns the intern can make an appointment with the Internship Program Director.
3. Should the intern feel that their concerns have not been adequately addressed by the Director then he/she may arrange an appointment with the Department Chair.
4. If the intern continues to believe that the concerns have not been addressed they can arrange to meet with the Dean of Science.
5. If the intern has a complaint or concern with the Professional Practice Coordinator then the intern brings that concern directly to the Program Director.

## **23. Retention of records**

Policy: Files for interns presently enrolled in the program are housed in the Professional Practice Coordinator's office and students may access their personal file. Past records for each intern formally in the program will be housed in the Department of Applied Human Sciences.

### ***Current Intern files***

The file will contain the following:

- 1) The application package
- 2) Submitted learning contracts
- 3) Placement evaluations completed by preceptors
- 4) Summary evaluations for each program level
- 5) Checklists
- 6) Disciplinary letters
- 7) Letters of reference

### ***Past Interns***

Intern files will contain the following:

- 1) A copy of the final composite evaluation form
- 2) Copies of all evaluations
- 3) Letters of reference provided by the program
- 4) Internship application package including application form, confidential reports
- 5) Copies of any other pertinent information i.e. discipline letters, credit summary, official transcript of marks, reference letters.

After the five-year period, the files of interns who successfully completed the program will contain the following:

- 1) A copy of final composite evaluation form
- 2) Any letters of reference provided by the program.
- 3) The following items from the original application package: application form, confidential reports, credit summary and official transcript of marks (all other information will be destroyed).

The records of previous dietetic interns are stored in the Department of Applied Human sciences. The files for interns who do not successfully complete the program (i.e. those terminated or withdrew from the program) will retain all information indefinitely. This will include all information as above, and a copy of the intern's letter and Coordinator's documentation on withdrawal.

## **24. Interns Withdrawing from the Program (revised 05)**

Policy: An intern may decide to withdraw from the internship program for personal reasons.

Procedure: Documentation of the intern's decision to withdraw is recorded and retained in their file.

- Interns who decide to withdraw from the program must contact the coordinator immediately.
- A meeting will be scheduled with the Director, Coordinator, and intern to discuss the intern's reasons for withdrawing and to explore alternative options where appropriate.
- Following this meeting, if the intern's final decision is to withdraw, the reasons must be documented in a letter and forwarded to the Program Director and Coordinator.
- A copy of this letter will be retained in the intern's personal file.
- Students who withdraw from the program **will not be eligible** for a refund on their registration fee.
- The program coordinator will notify the Department of Applied Human Sciences Chair within three working days of receiving the intern's written notification.

## **25. Academic Requirements for Continuance** (revised, 2010)

Policy: Students in the integrated internship program must continue in full time enrollment between program levels. A GPA of 2.7 must be achieved in all nutrition courses with an **overall Cumulative GPA of 3.0** (74-76%) or higher is required. If a student fails a required course, has a nutrition mark below a GPA of 2.7 or cumulative GPA below 3.0 the case will be reviewed by the program Director and Professional Practice Coordinator. Status in the program will be determined on a case by case basis.

### Procedure

- If an intern does not meet the academic requirements of the program, a meeting will be called of the Program Director, Professional Practice Coordinator for dietetics and Intern. At that meeting the student will be provided with the following information:

### **Information for students who fail to achieve a GPA of 2.7 in a nutrition course**

- Students who fail to achieve a GPA of 2.5 in a nutrition courses must arrange to meet with the program coordinator and director.
- Each case will be reviewed on an individual basis. All factors including grade average, performance in other nutrition courses, attendance, and performance in the internship program will be taken into consideration as a decision is made on the intern's status.
- Students who fail to achieve 2.7 GPA in a nutrition course, may be permitted to continue in the internship and placed on probation, required to retake the course, or asked to withdraw from the program.
- If a student is already on probation and obtains a second grade below the required GPA that student may be asked to withdraw from the program

- The decision regarding action to be taken will be determined by the Professional Practice Coordinator for dietetics and the Program Director.

### **Information for students who fail to achieve a Cumulative GPA of 3.0.**

- The marks achieved in required courses plus electives for the BSc Food and Nutrition Degree recorded in the degree audit are used to calculate the student's average.
- Students who do not maintain a Cumulative GPA will be placed on probationary status. Students with probationary status may be permitted to proceed to the next level of the internship program at the discretion of the director and coordinator.
- If the student's academic performance continues to fall below set standards the student will not be permitted to proceed to the next level of the internship program and may be asked to withdraw.

### **Information for students who fail a course:**

- Students who fail a **required** course(s) during their third year of the degree program will be notified in a letter from the coordinator that they will not be permitted to proceed to the next level of the internship program until a passing grade has been achieved in the failed course.

When the student achieves a passing grade in the failed course, they may be permitted to proceed to the next level of the program. Due to the limited number of placements and the time required to arrange placements, students who have failed a course, may experience a delay between passing the failed course and beginning the next placement.

- Students who fail a **required** course(s) during their fourth year of the degree program will be asked to withdraw from the program.
- Students who fail an elective course in their third year may be given permission to proceed to the next level of the internship program. To ensure the student achieves the required credits for graduation, he/she must present a written plan to the coordinator which demonstrates how they will make up the credit. The student's plan will be maintained on file until the student has completed the program. If a student fails to have the forty credits required for graduation at the end of fourth year they will be asked to withdraw from the program.

## **26. Academic Continuance**

Policy: Students who voluntarily withdraw from or who are dismissed from the Integrated Internship program may remain in and continue with the regular Foods and Nutrition Degree program.

Procedure:

- The registrar's office will be notified in writing when an intern withdraws or is dismissed from the internship program.
- The student's withdrawal will not interfere with their ability to continue studies in and graduate from

the Foods and Nutrition program.

## **27. Disruption of Program Services**

Policy: In circumstances beyond the control of the University, such as community disaster, a strike, a fire or other such situations, disruption of services will be kept to a minimum.

Procedure:

- The coordinator will inform the intern immediately when circumstances have occurred which will result in the disruption of services.
- The coordinator will investigate alternate arrangements to allow the intern to continue their placement.
- In situations where alternate arrangements cannot be made, a break in the program may be required. Once circumstances return to normal the intern will resume their program.
- Should an intern be unable to complete a placement prior to the next semester due to a disruption in services, permission will be granted to allow them to enter the subsequent year's course work. The missed placement will then be completed as soon as possible, followed by the regularly scheduled placement.
- Should such circumstances result in the disruption and loss of an academic year, regularly scheduled placements must be deferred until course work is completed.

## **28. Registration**

Policy: Students accepted into the dietetic internship program must register for each Level with the registrar's office prior to the start date for their first placement in the corresponding program level.

Procedure:

- Dietetic interns are required to register for all Levels according to normal registration procedures.
- Each student must register for the appropriate Level as follows:
  - Level I - Diet 100
  - Level II- Diet 200
- Registration fees must be paid prior to the first placement.

## **29. Program Fees** (Revised 06/05)

Students accepted into the Integrated Dietetic Internship program are required to pay a fee for each of the two levels of the program. The amount of this fee will be determined annually by the Board of Governors.

Students who withdraw from the internship program following the Professional Practice course (first week level) do not qualify for a reimbursement of program fees. Should a student withdraw from the

program during the first week in Level I they will be entitled to a 60% reimbursement.

The program fees will be set and reviewed annually by UPEI Board of Directors.

### **30. Student Fees**

Policy: Students enrolled in the Dietetic Internship Program are required to pay student fees

Procedure:

- Dietetic interns must pay student fees as regulated for students in full time studies in accordance with university policy.
- Level II students who are still on placements in September 1<sup>st</sup> are required to pay student fees for the fall term of that year.

### **31. Immunization** (rev 2014)

Policy: Students accepted into the UPEI dietetic internship program must have all immunizations up to date and submit a completed pre-placement immunization form prior to starting the program.

Purpose:

Most community, educational or health care settings require proof of specified immunizations prior to allowing students to enter the l environment. The Department of Applied Human Sciences has a responsibility to protect the health of students and the public by ensuring that all students have demonstrated no active disease, and have adequate immunity. This policy provides the Department of Applied Human Sciences with a clear course of action if a student does not submit the necessary documentation. This policy complements the University of Prince Edward Island Policy admhrdohs0006 Infectious Disease Policy.

Scope:

This policy shall apply to all students enrolled in a program/course in the Department of Applied Human Sciences requiring a placement or practicum in a community, educational or health care setting.

Responsibility:

Department Chair along with

- Field Placement Coordinator for the Family Science and Child and Family Studies programs
- Professional Practice Coordinator for the Integrated Dietetic Internship program
- Kinesiology counterpart

Policy:

AHS students are not permitted to enter community, educational or health care settings for placements until they submit documentation of immunization status to the appropriate department member for their program. The department uses the current Dept. of Public Health guidelines for immunizations / Canadian Immunization Guide. This is to protect both students and the individuals they will be working with in the community. Students must obtain documentation of immunization

status and make arrangements to receive the outstanding immunizations prior to starting placements or practicum, thus avoiding a delay in beginning placements. Students will be informed that they are not eligible to enter the placement environment until such time as the documentation is complete. The Department retains copies of these documents on the student's file.

**Procedure:**

Upon acceptance into the dietetic internship program students will be provided with a copy of the "Pre-placement immunization form". Students are required to have the form completed and returned to the Professional Practice coordinator one month prior to the internship program start date for Diet 100. Students who fail to have this documentation completed by the set deadline will not be permitted to enter the program. Delays in getting this documentation completed will result in lost placement opportunities.

Students are advised to have their blood work done at the University Health Clinic. When blood work results are received an appointment will be made with Public Health Nursing for TB testing and completion of required immunizations. Students are required to bring all immunization documentation to this appointment.

The student's immunization records are kept on file in the professional practice coordinator's office.

### **32. Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) (rev 2014)**

**Policy:** Students accepted into the Dietetic Internship Program are advised that the completion of a Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) by the local law enforcement agency is a requirement for participation in the program. Students are not permitted to enter the dietetic internship program until they submit proof of *satisfactory or clear* Criminal Record (certified) and Vulnerable Sector Checks. This policy complements the University of Prince Edward Island Policy #admacdgnl0001 Criminal Record Check.

**Procedure:**

Students are required to obtain a Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) by the local law enforcement agency. The completed documentation will be submitted to the Professional Practice Coordinator prior to the start date of the internship program.

Students may be required to submit additional Criminal Record (certified) and Vulnerable Sector Checks at varying points during the program to meet the placement requirements of certain organizations.

The Criminal Record Check and Vulnerable Sector Check must be completed within three months of the date of submission. (Note: Students should be aware it may take several weeks to process a Criminal Record Check, and as such students should consider timelines and required date of submission when applying for Criminal Record and Vulnerable Sector Checks). Students will not be permitted to proceed to placements until clear Criminal Record Check and Vulnerable Sector Check are provided.

If a student is convicted of a criminal offence at any time during the program, the student must report this information to the Professional Practice Coordinator immediately. Failure to report will result in immediate dismissal from the program.

In the event a student discloses a conviction for a criminal offence or is unable to provide clear Criminal Record and Vulnerable Sector Checks, the Professional Practice Committee will review the student case. The decision to dismiss the student will be made with consideration given to the severity of the offence, the student's ability to attend the placement in relation to agency Criminal Record and Vulnerable Sector Check policies.

If it is determined that a student with a positive criminal record check may continue in the program, the student will be required to disclose this information to all placement sites he/she is attending. The facility may refuse placement on the basis of the *information provided*. All organizations have the right to refuse to accept a student for placement based on the results of the Criminal Record and Vulnerable Sector Check. Should the results of the Criminal Record Check result in a student being denied a placement in an agency or organization, the Director and Professional Practice Coordinator will discuss options with the student which may include withdrawal or dismissal from the program. The inability of the student to complete the required placement may result in the student failing to graduate.

The Criminal Record and Vulnerable Sector Check results will be kept on file by the Dietetic Internship Program and communicated to the clinical agencies as required.

Costs for the Criminal Record and Vulnerable Sector Check are the responsibility of the student. If additional checks are required by the clinical agency, it is the responsibility of the student to ensure that the checks are completed prior to clinical placement.

### **33. Student Financial Assistance**

Purpose: To inform students completing dietetic internship placements of the availability of student financial assistance. This applies only to students who are residents of Prince Edward Island.

Policy: It is the responsibility of the individual student to apply for student financial assistance with Financial Services and inform them of all matters related to their financial situation and area of study.

Procedure:

- Students must apply for student assistance with Student Financial Services in their province of permanent residence (home province).
- PEI students in the internship program, applying for student assistance, complete the returning application form. When completing this form, students are instructed to:
  - a.) indicate their specialty/major as, dietetic internship.
  - b.) indicate yes to the question, Are you enrolled in a co-op program?
  - c.) record the start and finish dates for the level of the program you are entering under work term dates.
- Students who are in level II and choose to divide the level into two segments must be returning for a period of **not less than twelve weeks** to qualify for student assistance.



- Students who have a student loan issued prior to August 1, 2000 must submit a Confirmation of Enrolment to the financial institution holding any previous student loans.
- A staff member from Student Financial Services is located on campus to answer any questions you may have. This individual is available on a part time basis at Student Services.

### **34. Completion of the Dietetic Internship Program**

Policy: Students must receive a rating of Competent/Independent for most competency/performance indicators to complete the dietetic internship program.

Procedure:

- Upon completion of the program each student will receive a certificate.
- At least one month prior to program completion, the names and addresses of the interns who will graduate are forwarded to the DC Registrar.
- A copy of the Dietitians of Canada Summary Evaluation Form is appended to the intern's file.