

University of Prince Edward Island	Policy Number: FNDI-004
Policy Title: AFFILIATION AGREEMENTS	Pages - 2
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1. Purpose

To establish a clear and consistent process for the development, review, and maintenance of affiliation agreements between the UPEI Integrated Dietetic Internship Program and external placement organizations to support practicum education.

2. Scope

This policy applies to all practicum placement sites participating in the UPEI Integrated Dietetic Internship Program, including Nutrition Care, Food Provision, and Population Health Promotion settings, whether located within Prince Edward Island, elsewhere in Canada, or internationally.

3. Responsibility

The Professional Practice Coordinator is responsible for initiating, coordinating, and maintaining affiliation agreements with placement organizations.

The Integrated Dietetic Internship Director provides oversight and ensures alignment with program requirements and university policies.

The University Comptroller’s Office is responsible for reviewing and signing affiliation agreements on behalf of the University.

Placement organizations are responsible for reviewing, signing, and adhering to the terms outlined in the affiliation agreement.

4. Policy

All practicum placements within the UPEI Integrated Dietetic Internship Program must be supported by a current and fully executed affiliation agreement between the University of Prince Edward Island and the placement organization.

Affiliation agreements outline the roles, responsibilities, and expectations of both the University and the placement organization, and ensure that practicum experiences meet educational, professional, and risk-management standards.

No intern shall begin a practicum placement at a site where a valid affiliation agreement is not in place.

5. Procedure

The Professional Practice Coordinator initiates the affiliation agreement process with the placement organization.

The Professional Practice Coordinator provides the placement organization with the following:

- A copy of the University's standard affiliation agreement;
- Clearly defined responsibilities of both the University and the affiliating institution/organization;
- The duration and term of the affiliation;
- The educational objectives to be achieved by the intern;
- The method for evaluating the intern's performance;
- Relevant information regarding insurance coverage and liability, as required.

The placement organization reviews and signs the affiliation agreement and returns the signed document to the Professional Practice Coordinator.

The Professional Practice Coordinator forwards the signed agreement to the University Comptroller's Office for institutional signature.

Once fully executed, a copy of the signed agreement is:

- Retained in the Professional Practice Coordinator's office; and
- Provided to the placement organization for their records.

The Professional Practice Coordinator is responsible for monitoring agreement expiry dates and initiating renewal discussions as required to ensure continuity of placements.

6. Review

This policy will be reviewed annually by the Foods and Nutrition Program and updated as required to ensure alignment with university procedures, accreditation standards, and legal requirements.