

University of Prince Edward Island	Policy Number: FNDI-011
Policy Title: EVALUATION OF INTEGRATED INTERNSHIP PROGRAM	Pages - 4
Authority: Foods and Nutrition Program	Version Date: January 2026
Creation Date: January 2000	Review Date: January 2027

1. Purpose

To outline the processes used to evaluate the effectiveness of the UPEI Integrated Dietetic Internship Program in preparing interns for entry-level practice and to ensure continuous quality improvement in alignment with accreditation standards and stakeholder expectations.

2. Scope

This policy applies to all interns enrolled in the UPEI Integrated Dietetic Internship Program, graduates of the program, placement preceptors, members of the Integrated Dietetic Internship Advisory Committee, and faculty involved in program oversight and evaluation.

3. Responsibility

The Professional Practice Coordinator, in consultation with the Integrated Dietetic Internship Director, is responsible for:

- Collecting and compiling program evaluation data;
- Monitoring program outcome measures;
- Reporting findings to relevant stakeholders;
- Using evaluation findings to inform continuous program improvement.

Interns, graduates, and preceptors are responsible for participating in evaluation processes as outlined in this policy.

4. Policy

The UPEI Integrated Dietetic Internship Program will be evaluated on an ongoing basis using clearly defined outcome measures and structured feedback from key stakeholders. Evaluation findings will be used to inform curriculum planning, placement development, and overall program improvement.

The program has identified six outcome measures to determine overall effectiveness in preparing interns for entry-level practice:

1. The retention rate of interns in the program will be 100%.
2. Interns who complete the program will rate their level of confidence in entering the dietetic profession as “good” or higher.
3. Interns will indicate satisfaction with the program by confirming that it would be their program of choice if they completed the internship again.
4. All graduates will pass the Canadian Dietetic Registration Examination (CDRE).
5. Graduates seeking employment in dietetics will secure employment within six months of graduation.
6. Graduates working in dietetics will report using Practice-based Evidence in Nutrition (PEN) or other credible evidence-based resources in their professional practice.

The program is also accredited through Accreditation Canada’s Equal Health Education Accreditation Program, and evaluation activities support ongoing accreditation requirements.

5. Procedure

Program Evaluation by Interns

a) Placement Evaluation

At the conclusion of each practicum placement, interns will complete the *Student Placement Evaluation Form* and save it in their designated internship folder on their shared drive. The Professional Practice Coordinator will retrieve and retain a copy for program records.

The Professional Practice Coordinator will review and, where appropriate, discuss the evaluation with the intern. A summary of anonymized feedback will be shared with the Advisory Committee and with individual preceptors, either via email or during scheduled meetings.

b) Exit Evaluation

At the completion of the internship program, interns will complete a comprehensive Exit Survey addressing program structure, placements, evaluation processes, communication, scheduling, and overall program satisfaction.

The Exit Survey will be submitted at the time of the intern’s Final Summary Evaluation meeting. A summary report will be prepared and shared with the Advisory Committee and presented at the annual Foods and Nutrition Program Review meeting.

c) Evaluation of the Professional Practice Coordinator

Interns will provide feedback regarding the support and guidance of the Professional Practice Coordinator as part of each student placement evaluation.

In addition, at the conclusion of the internship program, interns may complete a separate evaluation of the Professional Practice Coordinator. This evaluation will be submitted directly to the Program Director. The Program Director will review the feedback, and a summary of

anonymized findings will be shared annually with the Professional Practice Coordinator. Thematic findings will also be reported to the Advisory Committee.

d) Graduate Follow-Up Evaluation

Twelve (12) months following graduation, graduates will be invited to complete a follow-up questionnaire assessing:

- Successful completion of the Canadian Dietetic Registration Examination (CDRE);
- Perceived preparedness for entry-to-practice;
- Success in securing employment;
- Use of evidence-based resources in professional practice.

A summary of graduate feedback will be shared with the Advisory Committee and presented at the annual Foods and Nutrition Program Review meeting.

Evaluation Through CDRE Results

The Professional Practice Coordinator will track the success of each graduating class in writing the Canadian Dietetic Registration Examination (CDRE).

As Provincial Regulatory Bodies do not release individual results directly to the program, graduates will be asked to voluntarily report their examination outcomes. Aggregate results will be shared with the Advisory Committee and the Department Chair for program monitoring and quality improvement purposes.

Evaluation by Participating Preceptors

Preceptors will be invited to complete a Placement Evaluation Survey and may provide feedback regarding:

- Program structure and organization;
- Evaluation processes and documentation;
- Placement length and expectations;
- Communication and support;
- Suggestions for improvement.

Feedback will be compiled into a summary report and shared with the Advisory Committee and Foods and Nutrition faculty during the annual Program Review meeting.

Evaluation data from all stakeholders will be compiled annually and reviewed by the Foods and Nutrition Program in consultation with the Foods and Nutrition Advisory Committee. Findings

will inform curriculum review, placement planning, and overall program development to ensure continuous quality improvement.

6. Review

This policy will be reviewed annually by the Professional Practice Coordinator, in consultation with the Integrated Dietetic Internship Director and Advisory Committee, to ensure alignment with accreditation standards, program outcome measures, and best practices in health professional education.