

University of Prince Edward Island	Policy Number: FNDI-012
Policy Title: EVALUATION PROCEDURES FOR INTERNS	Pages - 5
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1. Purpose

To outline the processes and expectations for evaluating intern performance in practicum placements within the UPEI Integrated Dietetic Internship Program, ensuring consistent, fair, and competency-based assessment aligned with entry-to-practice standards.

2. Scope

This policy applies to all interns enrolled in the UPEI Integrated Dietetic Internship Program and to all Level I and Level II practicum placements, including Nutrition Care, Food Provision, and Population Health Promotion settings.

3. Responsibility

The Professional Practice Coordinator (Internship Coordinator) is responsible for:

- Orienting preceptors and interns to the evaluation process and documentation requirements;
- Monitoring completion of evaluation documentation;
- Reviewing midpoint and final evaluations;
- Supporting interns and preceptors when performance concerns arise.

Preceptors are responsible for:

- Providing ongoing feedback to interns;
- Participating in midpoint and final evaluations;
- Verifying and attesting to competency ratings;
- Notifying the Professional Practice Coordinator promptly if concerns arise regarding intern performance.

Interns are responsible for:

- Maintaining accurate and current documentation in the Dietetic Competency Attestation Logbook/Evaluation Form;
- Actively engaging in self-assessment and reflection;

- Ensuring evaluations are completed and submitted within required timelines.

4. Policy

Evaluation of intern performance is based on the completion of required learning activities and demonstrated achievement of the Practice Competencies and Performance Indicators necessary for entry-to-practice competence. All evaluations are aligned with Version 3.0 of the Integrated Competencies for Dietetic Education and Practice (ICDEPs).

According to Version 3.0 of the Integrated Competencies for Dietetic Education and Practice, entry-level proficiency requires that dietitians apply standards and best practices consistently, recognize situations beyond their capacity, and take appropriate steps to ensure safe and ethical care.

5. Procedure

Interns will document completed activities at each practicum placement using the Dietetic Competency Attestation Logbook/Evaluation Form. This form lists the Practice Competencies and Performance Indicators required for entry-to-practice competence, as outlined in ICDEPs Version 3.0.

Interns will self-rate their level of performance for each relevant activity using the Performance Rating Categories defined below.

For each placement, interns will be evaluated across three foundational competency areas:

- Professionalism and Ethics
- Communication and Collaboration
- Management and Leadership

In addition, interns will be evaluated on competencies and performance indicators specific to the area of practice (Population Health Promotion, Nutrition Care, or Food Provision).

Midpoint Evaluation

For placements longer than two weeks, a midpoint evaluation meeting will occur between the intern and the primary preceptor.

During this meeting:

- The completed sections of the Attestation Logbook/Evaluation Form will be reviewed;
- The preceptor will attest to the intern's self-assessed ratings or adjust them as appropriate;

- A plan will be developed to address any outstanding competencies or to support progression toward the required rating level before the end of the placement.

The intern will complete a Midpoint Evaluation Summary Form outlining key discussion points and any action plan developed. Both the intern and preceptor will provide electronic signatures. The document will be stored on the intern's shared drive.

The intern must email the Professional Practice Coordinator (copying the preceptor) to confirm completion and availability of the document for review.

Final Evaluation

During the final week of the placement, the intern and preceptor will meet to complete the final evaluation.

The preceptor will:

- Review all documented activities and ratings;
- Confirm or adjust performance ratings;
- Provide additional written feedback as appropriate;
- Provide an electronic signature to attest to the evaluation.

The intern must notify the Professional Practice Coordinator by email (copying the preceptor) once the final evaluation is complete and available on the shared drive.

It is the intern's responsibility to ensure that all evaluation documentation is completed, and the verification email is sent within one week of completing the placement, or by an agreed-upon deadline.

Orientation to the Evaluation Process

The Professional Practice Coordinator will orient preceptors to the Attestation Logbook/Evaluation Form during preceptor orientation to ensure clarity regarding expectations and rating standards.

The Attestation Logbook/Evaluation Form is available to interns through the course Moodle site. Interns are responsible for providing preceptors and the Professional Practice Coordinator with access to a live shared-drive link.

Expected Rating Levels

Level I Placements

Interns are expected to achieve ratings of Exposure (E) or Supervised (S). In some

circumstances, a Level I intern may achieve a rating of Minimal Supervision (MS) or Independent (C/I). While such ratings should be recorded when appropriate, they are not the expectation at Level I.

Level II Placements

Interns are expected to achieve a rating of Competent/Independent (C/I) in all required Performance Competencies.

A rating of Minimal Supervision (MS) may be acceptable when the placement setting cannot provide a real-world experience, and a simulation is required.

If an intern receives the required learning experience but is not performing at the Independent level, the preceptor must notify the Professional Practice Coordinator immediately so a formal plan can be developed to support the intern in achieving the required competency level.

Performance Rating Categories

Performance Rating Categories	
Exposure (E)	Observational only. Intern has limited or no hands-on involvement. Requires significant supervision and time to complete tasks.
Supervised (S)	Hands-on but under direct supervision. Preceptor guides most actions. Intern may need coaching to analyze and apply information accurately.
Minimal Supervision (MS)	Intern performs tasks with minimal oversight, identifies relevant information, and seeks guidance when necessary. May need support with prioritization and time management.
Competent/Independent (C/I)	Performs independently to professional standards with little or no prompting. Work is accurate, efficient, and completed within a reasonable timeframe.
N/A	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 regarded as 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

Final Summary Evaluation

Upon successful completion of FN 4002, the Professional Practice Coordinator will prepare and complete a composite Final Summary Evaluation confirming the intern's attainment of the required Practice Competencies and Performance Indicators for entry-to-practice.

The Final Summary Evaluation will summarize the intern's completion of required projects and learning activities, review fulfillment of e-portfolio requirements, confirm completion of required Dietitians of Canada certifications, and provide feedback regarding readiness for entry to practice and preparation for the Canadian Dietetic Registration Examination (CDRE).

Prior to the Final Summary Evaluation meeting, the intern is responsible for ensuring that all completed Dietetic Competency Attestation Logbooks/Evaluation Forms, Dietitians of Canada course certificates, and their completed e-portfolio are uploaded to their shared drive and available for review by the Professional Practice Coordinator by the established deadline.

A copy of the Final Summary Evaluation will be provided to the intern via email and retained in the intern's official program file in accordance with program record-keeping procedures.

6. Review

This policy will be reviewed annually or as required to ensure continued alignment with accreditation standards and competency framework updates.