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| University of Prince Edward Island | Policy Number: FNDI-017 |
| Policy Title: PRACTICUM PLACEMENT ASSIGNMENT | Pages - 5 |
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1. Purpose

To outline the process by which practicum placements are identified, assigned, and confirmed for interns enrolled in the UPEI Integrated Dietetic Internship Program, ensuring fair, transparent, and competency-based placement decisions.

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, whether within Prince Edward Island or out of province/internationally.

3. Responsibility

The Professional Practice Coordinator is responsible for identifying approved placement sites, reviewing intern preferences, and assigning interns to placements in accordance with program standards and equity principles.

Interns are responsible for providing accurate information regarding their placement preferences, accessibility needs, and potential conflicts of interest, and for adhering to all placement assignment processes.

4. Policy

Interns enrolled in the UPEI Integrated Dietetic Internship Program will be placed at one of the predetermined Nutrition Care, Food Provision, or Population Health Promotion placement sites identified by the Professional Practice Coordinator.

The placement process will be conducted in a fair, transparent, and equitable manner, ensuring that all interns have access to learning opportunities that support their professional development while considering their individual needs and circumstances.

Interns may indicate placement preferences; however, the final decision regarding placement assignment rests with the Professional Practice Coordinator.

All placement assignments are considered final unless exceptional circumstances arise requiring reassessment.

The UPEI Integrated Dietetic Internship Program is committed to an equitable, inclusive, and accessible placement process that supports interns' professional and personal development.

5. Procedures

Initial Consultation

The Professional Practice Coordinator will meet individually with each intern to:

- Review available placement options;
- Discuss learning objectives and areas of interest;
- Assess accessibility or accommodation requirements;
- Review transportation and travel capabilities;
- Discuss long-term career goals and professional development needs.

Interns will be provided with a list of approved placement sites and will rank their top three (3) placement preferences for each practice area.

Interns are encouraged to consider factors such as geographic location, future career goals, alignment with site culture and values, accessibility needs, and available learning opportunities when ranking preferences.

Placement Review and Consideration

The Professional Practice Coordinator will review intern rankings and consider:

- Intern preferences;
- Site availability and capacity;
- Previous placement experiences;
- Academic and internship performance;
- Site-specific requirements;
- Equity and accessibility considerations.

Placements will be assigned equitably to ensure all interns have access to diverse and competency-aligned learning opportunities while considering individual circumstances.

Placement Suitability

In some circumstances, the Professional Practice Coordinator may determine that a particular placement is unsuitable for an intern based on prior experiences, academic performance, or other relevant considerations.

If a placement is deemed unsuitable, the intern will be informed and asked to revise their ranked preferences accordingly.

Placement Locations

Level I placement options will normally be limited to locations within Prince Edward Island to ensure appropriate academic and professional support.

Exceptions may be granted in unique circumstances, permitting completion of a Level I placement outside of Prince Edward Island, subject to approval by the Professional Practice Coordinator and alignment with program policies and equity principles.

Level II placements may include both in-province and out-of-province options.

Finalizing Placement Assignments

After reviewing all rankings, the Professional Practice Coordinator will develop a draft placement schedule.

Interns will receive tentative placement assignments and will have the opportunity to review their placement details.

If an assigned placement site is unable to host an intern, the Professional Practice Coordinator will consult with the intern to identify alternative options based on ranked preferences and program requirements.

This process will continue as necessary until a final placement schedule is confirmed.

Confirmation of Placement

Once placements are finalized, interns will receive official written confirmation of their internship placement schedule via email.

All placement assignments are considered final unless exceptional circumstances arise that require reassessment by the Professional Practice Coordinator.

Conflict of Interest Disclosure

To avoid conflicts of interest, interns must complete the Dietetic Internship Program Conflict of Interest Disclosure Form (see below). This form will disclose any personal or professional relationships with potential practicum preceptors or organizations.

The Professional Practice Coordinator will determine whether a placement setting is appropriate when a potential conflict of interest is identified.

6. Review

This policy will be reviewed annually by the Professional Practice Coordinator and Integrated Dietetic Internship Director to ensure alignment with accreditation standards and program requirements.

University of Prince Edward Island Dietetic Internship Program Conflict of Interest Disclosure Form

Policy brief & purpose

The University of Prince Edward Island Dietetic Internship Program Conflict of Interest policy refers to any case where an intern's personal interest might contradict the interest of the organization where they are placed. This is an unwanted circumstance as it may have implications on the intern's judgement and commitment to the placement organization.

This policy will outline the rules regarding conflict of interest and the responsibilities of the intern to report any potential conflicts to the Professional Practice Coordinator.

Policy elements

The relationship between UPEI dietetic interns and the placement organization should be based on mutual trust. As the organization is committed to providing training opportunities for dietetic interns, it is expected that interns will act only toward the fundamental interests of the organization.

Conflict of interest may occur whenever an intern's interest in a particular subject may lead them to actions, activities or relationships that undermine the organization or may place it at a disadvantage.

In general, interns are advised to refrain from letting personal and/or financial interests and external activities come into opposition with the placement organization's fundamental interests.

Interns are required to disclose any personal or family connections with competing businesses/organizations.

What is an intern conflict of interest?

This situation may take many different forms that include, but are not limited to, the following examples of conflict of interest:

- Interns' ability to use their position with the company to their personal advantage.
- Interns' engagement in placement activities will bring direct or indirect profit to a competitor.
- Interns' using connections obtained through the company for their own private purposes or those of family members.
- Interns' using organization equipment or means to support an external business.
- Interns' have a personal/professional relationship with a potential preceptor

The possibility that a conflict of interest may occur can be addressed and resolved. Therefore, when an intern understands or suspects that a conflict of interest exists, they must bring this matter to the attention of the Professional Practice Coordinator, who can then discuss it with potential placement organizations.

Conflict of interest Acknowledgement

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest while enrolled in the UPEI Integrated Dietetic Internship Program:

I have no conflict of interest to report.

I have the following conflict of interest to report with _____ (placement organization).

Explanation:

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: _____

Date: _____