

University of Prince Edward Island	Policy Number: FNDI-019
Policy Title: PROFESSIONAL CONDUCT	Pages - 4
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1. Purpose

The purpose of this policy is to outline expectations related to professional and ethical conduct for interns enrolled in the UPEI Integrated Dietetic Internship Program. This policy ensures that interns demonstrate behaviors consistent with the standards of the dietetics profession and the expectations of the University of Prince Edward Island, placement agencies, and regulatory bodies.

2. Scope

This policy applies to all interns enrolled in the UPEI Integrated Dietetic Internship Program. It applies to conduct demonstrated in academic coursework, practicum placements, simulation activities, community engagement, research activities, professional meetings, and all verbal, written, and electronic communications related to the program.

3. Responsibility

Interns are responsible for understanding and adhering to this policy, all related program and University policies, the [Dietitians of Canada Principles of Professional Practice](#), and the expectations outlined in the College of Dietitians of Prince Edward Island (CDPEI) [Code of Ethics](#) and [Standards of Practice](#).

The Professional Practice Coordinator is responsible for communicating expectations, monitoring compliance, and addressing concerns related to professional conduct.

Placement preceptors are responsible for supervising interns in the practice setting, providing feedback regarding professional behavior, and notifying the Professional Practice Coordinator of any concerns.

The Foods and Nutrition Program is responsible for ensuring alignment of this policy with University regulations and professional standards.

4. Policy

Interns are required to maintain the highest standards of professional conduct throughout the UPEI Integrated Dietetic Internship Program. Interns must adhere to all program policies and procedures, the [Dietitians of Canada Principles of Professional Practice](#), the [College of Dietitians](#)

[of Prince Edward Island \(CDPEI\) Code of Ethics](#), the [CDPEI Standards of Practice](#), and the [Essential Skills and Attributes Required for Students Enrolled in the UPEI Integrated Dietetic Internship Program](#). Professional and ethical behaviour is guided by these standards and is expected in all program activities, including academic coursework, practicum placements, and professional interactions.

Professional conduct includes, but is not limited to:

- Demonstrating honesty, integrity, accountability, and respect.
- Maintaining client confidentiality and privacy in accordance with applicable legislation and placement site policies.
- Communicating respectfully and effectively with clients, preceptors, faculty, peers, and other members of the interprofessional team.
- Accepting and incorporating feedback in a constructive and professional manner.
- Demonstrating punctuality, preparedness, and appropriate professional appearance.
- Using professional judgment in social media and electronic communications.

The UPEI Dietetic Internship Program reserves the right to suspend or dismiss any intern whose conduct is deemed unprofessional or who demonstrates behaviour indicating they are unsuitable to continue in the program or in the practice of dietetics.

5. Procedures

Orientation and Access to Documents:

Copies or links to the Dietitians of Canada Principles of Professional Practice, the College of Dietitians of Prince Edward Island (CDPEI) Code of Ethics, the CDPEI Standards of Practice, the Essential Skills and Attributes document, and all relevant program policies and procedures will be provided to interns during program orientation, typically held in the first two weeks of February.

Interns are required to review these documents and sign the program's Terms and Conditions Agreement, confirming their understanding of and commitment to professional standards, policies, and procedures.

Links to the program's policies and procedures, and the preceptor handbook will be provided to placement preceptors during their orientation meeting with the Professional Practice Coordinator, prior to an intern starting their placement.

Preceptors will confirm their awareness of the program policies and procedures, and the information provided in the preceptor handbook, through the completion of the "UPEI Dietetic Internship - Preceptor Procedures Acknowledgement Form."

Implementation and Discussion:

The program will provide formal instruction and discussion on the implementation of professional standards, the CDPEI Code of Ethics, CDPEI Standards of Practice, and ethical decision-making during the Professional Practice Course (FN 3001), typically held in the last week of April and during the Level II internship classes held monthly during the intern's 4th academic year.

These sessions will clarify expectations for professional conduct in both academic and placement settings.

Evaluation:

Interns' achievement of Professionalism and Ethics Competencies, as outlined in Version 3.0 of the Integrated Competencies for Dietetic Education and Practice (ICDEPs), will be assessed during each practicum placement through the completion of the Dietetic Competency Attestation Logbook and Evaluation Form.

Addressing Violations:

Each concern related to professional conduct will be reviewed by the Professional Practice Coordinator and Program Director on a case-by-case basis.

Where the concern is considered remediable, the intern will be provided with:

- clear written feedback outlining the concern(s);
- expectations for improvement;
- a defined timeline for demonstrating improvement; and
- a remediation or learning plan where appropriate.

The remediation process may include additional supervision, reflective learning activities, repeat simulation or placement activities, targeted professional development, or other corrective actions aligned with the nature of the concern.

The intern's progress during remediation will be monitored by the Professional Practice Coordinator in consultation with the placement preceptor, where applicable.

Where the intern demonstrates satisfactory improvement, they may continue in the program subject to ongoing monitoring.

Where the concern is severe, involves client or patient safety, confidentiality, ethical misconduct, or where the intern does not demonstrate improvement following feedback and remediation, the intern may be:

- removed from the placement setting;
- suspended from program activities; or
- subject to termination from the internship program.

Serious violations of professional conduct, particularly those involving breaches of confidentiality, patient or client safety, ethical misconduct, or failure to practice in accordance with the College of Dietitians of Prince Edward Island (CDPEI) Code of Ethics and Standards of Practice, may result in immediate suspension or termination from the internship program. Refer to the [Termination From the UPEI Integrated Dietetic Internship Program Policy](#).

6. Review

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