



<b>Policy Title:</b>	<b>Practice Education Placements - MND</b>	No.: 2.03
Approved By:	Director of Dietetics	
Approval Date:	Aug 22, 2022	Next Review: Fall 2025
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Audience:	Students, Practice Education Partners, Faculty and Staff	

## Preamble

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The UBC Dietetics Program is committed to advancing equity, diversity and inclusion for the Program and dietetics profession, as it relates to the Program’s vision of inspiring learners to advance dietetic practice and food systems. Our core values of justice, integrity, inclusion, collaboration, and community-focus drive our approaches to Program planning, delivery, evaluation, and community engagement.

The Program is located on UBC’s Point Grey Campus, which is situated on the traditional, ancestral, and unceded territory of the xwməθkwəyəm (Musqueam). Practice education placements take place on the traditional, ancestral and unceded territories of many Indigenous peoples, in locations throughout present day British Columbia. The Program recognizes the original stewards of these lands, and engages in ongoing efforts towards decolonization of the Program and the dietetics profession.

**Purpose:** This policy describes the process of how practice education placements are arranged, scheduled, and assigned to specific students. Practice education placements are integrated throughout the Program, to address the national, entry-to-practice [Integrated Competencies for Dietetic Education and Practice \(ICDEP\)](#).

## Abbreviations

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BC	British Columbia
CFA	Centre for Accessibility – UBC Vancouver
G+PS	Faculty of Graduate and Postdoctoral Studies
ICDEP	Integrated Competencies for Dietetic Education and Practice
LFS	Faculty of Land and Food Systems
MND	Masters of Nutrition and Dietetics
the Program	UBC Dietetics Program – Graduate (MND)
UBC	University of British Columbia



## Policy

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### Establishing Placement Opportunities

The Program values student placement opportunities in varied locations and settings and seeks placement opportunities throughout BC. The Program is committed to placing students in both rural and urban settings. While the Program is primarily delivered within BC, out-of-province placements are considered and offered as workable.

The Program engages in annual placement capacity assessment in collaboration with practice education partners to determine available placement opportunities for students. Placements that provide a supportive learning environment and can offer experiences to meet ICDEP are sought.

### Student Placement Agreements

The Program establishes legal student placement agreements in compliance with national dietetics accreditation requirements. Agreements are used by the Program to: a) articulate the roles and responsibilities for practice education partners and UBC, and b) address the risks in the relationship for both organizations (including their employees, patients, clients, residents and/or students).

The Program follows any directives and procedures related to student placement agreements set up by BC Government Ministries and UBC's Office of the University Counsel.

The Program establishes and maintains student placement agreements, with the following exceptions:

- a) Where a master student placement agreement (covering all health and human service program students) exists between UBC and a practice education partner (such as the agreement currently in place with various regional health authorities across BC);
- b) Where contractual language between a health authority (already covered by a student placement agreement) and a foodservice company requires the company's involvement in hosting student placements; and,
- c) Observational or meeting-based experiences that are part of Program coursework (e.g., job shadowing, tours, informational interviews or meetings).

### Student Placement Decisions

The Program considers multiple factors when developing student placement schedules, including:

- *Student needs* – with respect to [Academic Accommodation for Students with Disabilities](#) and [Academic Concession](#). See Program Policy [Health, Disability and Personal Issues Impacting Program Participation](#) for details.
- *Provision of a variety of practice areas*, to enable students to meet all entry-to-practice dietetic competencies.



- *Out of town placement requirements* – MND students will be expected to temporarily re-locate on multiple occasions throughout the during of the Program.
- Commitment to equity – placement decisions are made to increase equity amongst students when relevant and applicable. This facet includes consideration of the added costs associated with relocation.
- *Student choice* – students can rank their preferred placements, within available options.

The student placement decision process in each year of the Program is based on the principles articulated in this policy. Specific details related to how and when placement decisions are made are communicated to students in each year of the Program, using communication channels established upon admission to the Program.

Placement decisions are final and cannot be revisited by students. If extenuating circumstances arise, modification of a placement(s) for a student may be considered. Placements may be revised if the practice education host organization situation changes in such a way that the placement would be unsafe or not possible. The Program will communicate any placement changes to students promptly. Students should be aware that last-minute changes related to placements are common.

### Pre-Placement Requirements

Students must complete all pre-placement requirements prior to beginning their placement(s), as directed by UBC, the Program and/or practice education partner organizations. These requirements may include, but are not limited to: criminal records check, immunization review, violence prevention training, FoodSafe certification, etc.

Due to the changing nature of these requirements, specific details and deadlines are communicated to students as they are available, using communication channels established upon admission to the Program.

### Procedure

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Action	Who	When
1. Communicate general practice education philosophy and approaches to dietetics students	MND Team	Upon admission and throughout the Program
2. Correspond with students about practice education placement processes, student responsibilities, and deadlines	MND Team	Upon admission and throughout the Program
3. Conduct annual placement capacity assessment with practice education partners, to determine available placements for MND students	MND Team	9-12 months prior to placement start



Action	Who	When
4. Establish any required new or renewed Student Placement Agreements	MND Team	At least 3 months prior to placement start
5. Inform MND Team of any accommodations and/or geographic/practice area preferences that will affect practice education placements	Students; CFA as relevant	By communicated program deadlines, annually.  Or, when changes arise, as soon as possible
6. Create student placement schedules based on available placements	MND Team	Winter term 2, annually
7. Complete rankings for preferred placements, as directed by the Program	Students	Winter term 2, annually
8. Place students according to rankings, as well as other policy considerations outlined above. Communicate placement decisions to students	MND Team	Winter term 2, annually
9. Communicate confirmed student placement details to practice education partner organizations	MND Team	Winter term 2, annually
10. Complete all pre-placement requirements, as directed by the Program and practice education partner organization(s)	Students	Prior to the start of each placement

**Reviewed by:**

	Action	Date	Status
UBC MND Team	New Policy	July 26, 2022	New Policy, based on BSFN Policy No. 1.03;
Director of Dietetics	Review	August 22, 2022	Approved