



Policy Title:	Practice Education Placements	No.: 1.04
Approved By:	Director of Dietetics	
Approval Date:	August 25, 2021	Next Review: Spring 2024
Original Version:	July 16, 2021	
Audience:	Students, Practice Education Partners, Faculty and Staff	

Preamble

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.

Practice education placements are integrated throughout the Program, in order to address the national, entry-to-practice [Integrated Competencies for Dietetic Education and Practice](#).

Abbreviations

BC	British Columbia
ICDEP	Integrated Competencies for Dietetic Education and Practice
LFS	Faculty of Land and Food Systems
the Program	UBC Dietetics Program – Undergraduate
UBC	University of British Columbia

Policy

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 feasible.

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 utilized 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 complies with any directives and procedures related to student placement agreements established 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 Dietetics Program Policy [Health, Disability and Personal Issues Impacting Program Participation](#) for details.
- Commitment to equity – placement decisions are made to increase equity amongst students when relevant and applicable.
- Student choice – students have the ability to rank their preferred placements, within the options available.



- Provision of a variety of practice areas, to enable students to meet all ICDEP competencies.
- Provision of placements in varied locations – students will be expected to re-locate at least once during the Program. The Program recognizes the hardship that re-location may cause, and aims to minimize the amount of re-location required for each student.

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 a variety of methods (e.g. course communications, student email list).

Placement decisions are final and cannot be revisited. If extenuating circumstances arise, modification of a placement(s) for a student may be considered if necessary.

Pre-Placement Requirements

Students must complete all pre-placement requirements prior to commencing 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 a variety of methods (e.g. course communications, student email list).

Procedure

Action	Who	When
1. Communicate practice education philosophy and approaches to dietetics students	UBC Dietetics Team	Upon admission to the Program
2. Correspond with students about practice education placement processes, student responsibilities, and deadlines	UBC Dietetics Team	Upon admission and throughout the Program
3. Conduct annual placement capacity assessment with practice education partners, to determine available placements for years 3, 4 and 5	UBC Dietetics Team	9-12 months prior to placement start
4. Establish any required new or renewed student placement agreements	UBC Dietetics Team	At least 3 months prior to placement start



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Action	Who	When
5. Create student placement schedules based on available placements	UBC Dietetics Team	Winter term 2 for years 3, 4, 5
6. Complete rankings for preferred placements, as directed by the Program	Students	Winter term 2 in years 3, 4, 5
7. Place students according to rankings, as well as other policy considerations outlined above. Communicate placement decisions to students	UBC Dietetics Team	Winter term 2 for years 3, 4, 5
8. Communicate finalized student placements to practice education partner organizations	UBC Dietetics Team	Winter term 2 for years 3, 4, 5
9. 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 Dietetics Team	Revise	July 16, 2021	Major revision of previous Policy 1.01 <i>Matching Students to Practice Education Core Sites</i>
Director of Dietetics	Review	August 25, 2021	Approved