



Policy Title:	Practice Education Roles and Responsibilities	No.: 1.05
Approved By:	Director of Dietetics	
Approval Date:	September 1, 2022	Next Review: Spring 2024
Original Version:	February 2008	
Audience:	Practice Education Partners, Faculty and Staff, Students	

Preamble

The UBC Dietetics Major 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.

The practice education component of the Program is planned and delivered by university-based educators, who are qualified for their roles in accordance with dietetics accreditation requirements. The Program collaborates with a variety of practice education partner organizations, to provide student learning experiences that address the entry-to-practice [Integrated Competencies for Dietetic Education and Practice](#).

This policy articulates roles and responsibilities of the Program, preceptors and students, with regard to practice education placements. See also:

Policy titled [Practice Education Placements](#), which outlines the Program’s philosophy and approach to establishing practice education partnerships and decision-making related to determining student placement schedules.

Policy titled [Respectful Learning Environments](#), with defines conduct expectations for Program students, staff, faculty and practice education partners.



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

I. Dietetics Program Roles and Responsibilities

Practice Education Curriculum

The Program is responsible for designing the structure and content of all practice education courses and placements. Practice education courses are designed to ensure that consistent, high quality and sustainable educational experiences can be delivered to all students in the Program, to prepare graduates for entry-to-practice dietetics roles.

The structure and expectations for practice education courses are communicated by the Program to students and Program partners in a variety of ways, on an ongoing basis.

Feedback is routinely gathered from students, practice education partners and other Program stakeholders, to revise and enhance the practice education curriculum, in accordance with the [Evaluation of the Dietetics Program – Undergraduate Policy](#).

Preceptor Recruitment

Preceptors are individuals who supervise student learning in practice environments. The Program collaborates with practice education partner organizations to arrange preceptors for student placements.

Preceptors are identified based on a variety of factors including but not limited to: employer organization capacity and policies, availability for placement dates, expression of interest, and experiential qualifications that will support students to meet placement learning outcomes. Preceptors may or may not be registered dietitians.

The Program seeks preceptors who are committed to providing safe and inclusive learning experiences for students. Diversity of thought, experiences and identities are critical to advance the dietetics profession. With this in mind, the Program invites individuals from diverse practice areas, backgrounds, and lived experiences to be preceptors.



Preceptor Support

The Program continuously assesses and addresses the orientation, education and support needs of preceptors while operating within its allocated resources. Preceptor orientation and education is offered by the Program annually; preceptors can choose to participate in a variety of Program offerings to meet their individual preceptor learning needs. Equity and anti-racism lenses are central to all of the preceptor education offerings from the Program.

Program educators (i.e., the UBC Dietetics Team) provide direct support to preceptors during practice education placements, for any arising issues, e.g., student performance issues, student accidents/injuries, need for placement adjustments. Other applicable Program, UBC and/or practice education site policies are utilized when relevant.

Student Support

Program educators act as instructors and student advisors for practice education courses. Program educators provide direct teaching during placements, assess student achievement of placement learning outcomes (in collaboration with preceptors), and determine if students have passed each placement and practice education course.

Any issues arising during placements that require student support and decision-making (e.g., performance issues, academic concessions, academic accommodations) are addressed by the Program, in accordance with relevant Program, UBC and/or practice education site policies.

Feedback is routinely sought from students on their experiences with placements and preceptors, to ensure that learning experiences are safe, aligned with ICDEP, and congruent with the vision, mission and values of the Program.

The Program will act as appropriate, based on student feedback about placement experiences (e.g. conversations with preceptors and/or placement sites, assessment of further support needed from the Program, revisiting of ongoing practice education partnership).

II. Preceptor Roles and Responsibilities

Preceptors are expected to familiarize themselves with the Dietetics Program's mission, vision, values and practice education structure, operations and policies through attending preceptor orientation/education, reviewing provided materials/[Dietetics Program website](#), etc.

Preceptors select and offer learning experiences in their practice settings that will provide opportunities for students to demonstrate the learning outcomes and requirements for their practice education placements. There are inherent power dynamics in the student-preceptor relationship; the Program recognizes this and expects preceptors to provide a safe and supportive learning environment for students, to the best of their abilities within their organizational context.

Preceptors provide day-to-day supervision of students during practice education placements; they are responsible for any patient/client care provided by students and co-sign any student



documentation in patient/client medical records. There may be times when a preceptor is not physically on-site with a student during their practice education placement(s); students may continue with their placement as long as there is clear communication between the student and preceptor(s) about the scope and limits of what the student should/can be doing when the preceptor is not there. An alternate contact person(s) should be identified for the student when a preceptor will not be on site.

Preceptors provide timely feedback on student performance throughout the placement(s), and collaborate with students and UBC educators on student evaluation, using processes and forms established by the Program. See related Program policy: [Student Progression and Completion of the Dietetics Program Undergraduate](#).

Clinical Instructor Appointments for Preceptors

All preceptors or co-preceptors who supervise at least 1 student per academic year (for a 6-week placement) are eligible to be appointed as a UBC Clinical Instructor, affiliated with the Faculty of Land and Food Systems. All appointments are first approved by the LFS Dean, with final approval granted in alignment with the UBC Board of Governor's [Faculty Term Appointments Policy](#).

Preceptors may use the title UBC Clinical Instructor for the duration of their appointment with the university (i.e. as long as they are a preceptor). The Program ensures that all preceptors who are confirmed to supervise a student(s) are appointed as Clinical Instructors.

Clinical Instructors are appointed for 1-year terms, renewable as preceptorship continues.

Clinical Instructors are required to comply with all applicable Program, LFS, and UBC policies. Conditions of the Clinical Instructor appointment are outlined in an offer letter provided by the university. The Program, faculty and/or university reserve the right to discontinue a Clinical Instructor appointment e.g., in situations of policy breach or misconduct.

III. Student Roles and Responsibilities

Practice education placements are dynamic environments in which patient/client care, food and nutrition service delivery and student learning co-exist. In order to achieve the learning outcomes and requirements for practice education, students are expected to take an active, self-directed role in their learning. UBC educators and preceptors provide structure and support for student learning, but ultimately students need to take ownership of demonstrating practice education learning outcomes and communicating proactively when any barriers to learning arise.

Comprehensive details about students' role and responsibilities in practice education are included in practice education course syllabi and [Dietetics Program policies](#). Students are expected to familiarize themselves with course syllabi and relevant policies.



Procedure

Action	Who	When
1. Establish and communicate practice education curriculum (i.e. structure, expectations, operations) to students and Program partners.	UBC Dietetics Team	Ongoing
2. Collaborate with practice education partner organizations to identify preceptors for student placements.	UBC Dietetics Team	Ongoing
3. Identify confirmed preceptors to be appointed as UBC Clinical Instructors.	UBC Dietetics Team	Annually
4. Provide required information to the Program, to facilitate UBC Clinical Instructor appointment.	Preceptors	When requested
5. Process new and renewal UBC Clinical Instructor appointments for preceptors.	LFS Faculty Liaison	Annually
6. Assess preceptor learning needs using varied mechanisms, such as informal correspondence, key informant interviews, annual practice education course feedback and input from Program-led committees.	UBC Dietetics Team	Ongoing
7. Compile, develop and maintain learning resources on the Dietetics Program website .	UBC Dietetics Team	Ongoing
8. Provide preceptor orientation and education.	UBC Dietetics Team	Annually, and as needs arise during practice education
9. Identify organization-specific student onboarding requirements for practice education placements.	UBC Dietetics Team, with practice education partner organizations	Annually, and as arises



Action	Who	When
10. Communicate organization-specific student onboarding requirements for practice education placements.	UBC Dietetics Team	Prior to each placement, and as arises
11. Complete organization-specific student onboarding requirements for each placement, by established deadlines.	Student	Prior to and during each placement
12. Communicate placement learning outcomes, requirements and learning goals/needs to preceptors.	Student	During each placement
13. Provide student learning experiences to align with placement learning outcomes and Program/site policies; offer timely feedback on student performance.	Preceptors	During each placement
14. Notify UBC Dietetics Team about any arising issues during placement. See related procedures in Program policy: Student Progression and Completion of the Dietetics Program Undergraduate.	Student and/or preceptor(s)	During each placement, as early as possible
15. Address arising issues using applicable Program, LFS, UBC and practice education policies as relevant.	UBC Dietetics Team, with relevant others	As arising
16. Evaluate student achievement of placement learning outcomes and requirements, using Program-established forms and processes.	Student with preceptor(s) and UBC Dietetics Team	During each placement
17. Determine if students have passed each placement and practice education course. In the event a student does not pass a placement or practice education course, utilize applicable Program, LFS, UBC and practice education policies to guide decision-making.	UBC Dietetics Team	At the end of each placement and practice education course



Reviewed by:

	Action	Date	Status
UBC Dietetics Team	Revise	June 22, 2022	Major revision and consolidation of previous policies <i>Practice Education Personnel Roles and Responsibilities and Clinical Instructor Appointments</i>
Director of Dietetics	Review	September 1, 2022	Approved