

POLICIES AND PROCEDURES – Master of Applied Nutrition Program

Program Management

The MAN program is managed by the MAN program coordinator and faculty in the Department of the Family Relations and Applied Nutrition (FRAN) in collaboration with agencies, organizations and private practice dietitians who supervise the student placements.

The MAN coordinator(s) are professional staff members who manage:

- the planning, implementation and evaluation of the program, including the processes of admission, selection, competency monitoring and communication with Dietitians of Canada (DC) and the College of Dietitians of Ontario (CDO);
- procedures and communications with placement preceptors and students through the process of recruiting and supporting placement preceptors in their role, which includes evaluating students and documenting professional competencies; and
- any issues and brings them to the Applied Human Nutrition (AHN) Discipline Forum and then to the Graduate Program Committee for decisions.

Achieving Entry-level Competencies

One main purpose of the program is for the student to complete all the Integrated Competencies for Dietetic Education and Practice (ICDEP) to qualify to write the Canadian Dietetic Registration Examination (CDRE). Practicum plans (See Guidelines for Developing Practicum Plan within this folder) are developed by the student along with each placement preceptor and advice from the program coordinator to ensure that opportunities are available to complete all required competencies, with experience in clinical nutrition, community, and food service. The student is ultimately responsible for completing all the required competencies which means achieving at least “competent” for all ICDEP in at least one practice setting. A student is expected to take the opportunity to demonstrate and document as many competencies as possible in multiple practice environments.

Affiliation Agreements

Three graduate practicum courses are provided around three placements over the year. Placement agencies agree to take students and sign formal affiliation agreements with the university.

A copy of the signed agreement by the placement site and the University of Guelph is kept by the MAN practicum coordinator. A fully signed copy of any external agreements must be sent to the University of Guelph lawyer for their files in addition to the copy for the MAN program coordinator. Students can be asked to withdraw from placement at any time.

Student Experience in Placement – Issues and Faltering Student

Students progress at different rates and every effort is made to resolve minor issues through discussion among preceptor, student and the program coordinator. The Graduate Advisory Committee will be consulted if issues arise with students during the practicum that cannot be

resolved with the placement preceptor (or the preceptor/agency dismisses a student from placement). Issues may include:

- inability of a student to complete tasks and/or competencies to the standard set by the placement preceptor,
- requirement for additional time for a student to complete tasks and competencies, and
- inability of a placement to provide a planned required experience.

If a student has not achieved the expected level of competence, the Graduate Advisory Committee will determine what additional activities are needed to achieve this. The program coordinator will identify appropriate activities and develop a plan for completion determined in consultation with the student. A formal action plan (see Forms section) is signed by student, preceptor and Graduate Advisory Committee and is placed in the student's graduate file. There is usually a 3 to 4 week period between semesters that can be used to initiate the action plan.

Continued Program Registration and Grading

The program coordinator determines the grade for the practicum course. Possible grades and their consequences are outlined in the University of Guelph [Graduate Calendar](#).

The Graduate Advisory Committee will determine the level of progress, document on the semesterly graduate student evaluation report and develop an action plan. A formal action plan signed by student and Advisory Committee will be placed in the student's graduate file. The action plan is an individual plan to address the issue and allow the student to achieve entry level competencies (See Example Action Plan in Forms section under Ancillary Forms).

A graduate student must obtain an overall average of 'B-' or better (at least 70%) in the prescribed studies to qualify for their degree. A graduate student who receives a grade of less than 65% is deemed to have failed the course (see Grade Interpretation, Academic Standing, Section 2 of the Graduate Calendar).

Workplace and Personnel Policies

Insurance Coverage

The Ontario Ministry of Training, Colleges and Universities (MTCU) provides workplace insurance coverage for non-paid training participants in the MAN program. The University of Guelph policy and associated documents are [on-line](#). The student declaration letter will need to be reviewed and completed for each placement experience in the program.

Workplace Orientation

During the placement all students complete an orientation to the placement, which includes codes and policies for conduct while working there. The placement defines the hours of work, which will be a minimum of 3 days per week for 13 weeks. Some placement organizations require a work schedule of 4 days per week for 10-13 weeks and students are expected to attend placement for the time needed by the agency.

Scheduled leaves are negotiated by the student, in consultation with the placement preceptor, research advisor and practicum coordinator. Handling of unscheduled leaves is addressed in the course outline for the practicum and in the Illness, Absences and Sick Leave section below.

Documentation by MAN Students

The CDO does not have jurisdiction over the activities performed by dietetic interns, including charting. The policy of each facility about charting done by individuals in training should be consulted regarding requirements for co-signatures and supervision. If the facility does not have a policy, the preceptor, practicum coordinator and student will discuss the most appropriate method to review a student's chart notes for the placement.

Illness, Absence, and Sick Leave

In case of illness, or other reason for being absent from the practicum site, the student is responsible for notifying the placement preceptor, according to the placement organization policy and the practicum coordinator in writing as soon as possible on the first day absent. Arrangements for completing tasks will be negotiated by the student with the placement preceptor following return to the organization. The student will notify the practicum coordinator of the plan to fulfill the missed tasks in writing using the Illness/ Absence Form and Activity Make-up Plan (see Forms).

If the student is absent for more than 2 days in a row during a practicum, the student must notify the program coordinator to discuss the implications of the absence on completion of the practicum. If completion of the practicum is at risk, the program coordinator will compile information from the student and the placement preceptor and will negotiate resolution with them about completing necessary activities. Any outstanding issues are taken to the Graduate Advisory Committee for resolution as per the Departmental Review section of the Graduate Calendar. This information is presented in the all Practicum in AHN course outlines.

A student who does not complete the course requirements (including required activities) will negotiate with the placement agency to complete the required activities and with the instructor to complete other course requirements. There is usually a 3 to 4 week period between semesters that can be used for this purpose.

If a student is sick and has not completed the course requirements by the end of the semester, the instructor assigns an INC grade, according to University policy. See University of Guelph [Graduate Calendar](#).

Vacation

No classes, examinations or regular practica are scheduled between the end of the December exam period and New Year's Day or between the end of the exam period in April until the start of the summer semester in May. No classes are scheduled for the week of the Winter Break. The dates for exam periods and the Winter Break are available in the Schedule of Dates in the on-line University of Guelph Graduate Calendar. All courses and examinations for the summer

semester are usually completed by mid-August. Written notification of vacation plans is documented on the Vacation Information Form (See Forms).

Students may use a maximum of 3 weeks (15 work days) during the above mentioned time when there are not classes, examinations, final project research activities or regular practica to take vacation. It is expected that a student, whose evaluation identifies the need for additional development of required competencies to complete identified activities, to use these time periods to do so.

Liability Insurance

The University of Guelph carries appropriate liability coverage for students in respect to any activity related to the discipline in which he or she is registered, in furtherance of his or her education or training in such discipline, whether conducted on or off the University's campus.

Professional Standards Policy

Students are responsible for following standards of conduct for the University, as defined in the University of Guelph Graduate Calendar, and standards of conduct and policies and procedures of the practicum organization. Students are responsible for following the DC and CDO [Standards of Practice](#) and [Code of Ethics](#). Application of the Standards of Practice and the Code of Ethics are discussed during seminars in the Practicum in Applied Human Nutrition. Competency evaluation in all practica includes assessment of Professional Practice Competencies.

Social Media

Students are expected to read and adhere to the University of Guelph – [Social Media Guidelines](#). In healthcare facilities social media exists and can provide opportunities for enhanced communication and collaboration, while at the same time creating vulnerabilities for individuals and facilities. Students are expected to learn and follow social media guidelines as per provincial dietetic regulatory body professional standards and those at the facilities of their practicums.

Termination Policies and Procedures

According to the standard MAN Affiliation Agreement, a placement organization has the right to suspend or dismiss a student whose conduct jeopardizes the well-being of patients or staff, or both. External affiliation agreements contain similar clauses to this effect. Placement preceptors follow their organization's procedures when suspending or dismissing a student, including required documentation.

For resolving placement issues, the Practicum in Applied Human Nutrition Course Outline states: "In the case that a student is having difficulty in completing the activities according to the Practicum Plan and this cannot be resolved with the placement preceptor, the student meets with the program coordinator to discuss options for resolution. If completion of the practicum course is at risk, the practicum coordinator will compile information from the student and the placement preceptor and will negotiate resolution with them. Any outstanding issues, including

termination of the practicum experience, are taken to the Graduate Advisory Committee for resolution. Refer to the Graduate Calendar [General Regulations, Academic Standings, Departmental Review](#).

Withdrawal of Services Policy

Labour/management disputes at the University of Guelph and practicum organizations may influence the student's ability to complete competencies according to previously agreed-upon schedules and plans. For labour/management disputes at the University of Guelph, the practicum coordinator will follow the University of Guelph administration policy about completion of courses for the specific dispute. For labour/management disputes at practicum organizations, the practicum coordinator will negotiate with the placement preceptor at the organization and the student about completion of required competencies. If the dispute prevents the completion of required competencies at that organization, the program coordinator will arrange for the student to have an opportunity to complete those required competencies with another organization, before the end of the third semester of the program.

Public Health Emergency Policy

In the case of a public health emergency where policies/directives affect the student's ability to work at a placement organization, the practicum coordinator will negotiate with the placement preceptor and the student to determine if, and how, the student can complete planned activities, or revise activities to demonstrate required competencies. If an additional placement is needed to demonstrate the required competencies, this will be organized by the practicum coordinator, in consultation with the student.

In the case that the public health issue may put the student at some risk, the University will notify the student of the risk. If the student decides against taking the stated risk, the student and placement preceptor determine how the student will complete the practicum requirements.