



# **SCHOOL OF NUTRITION GRADUATE PROGRAMS PRACTICUM POLICIES AND PROCEDURES**

**TORONTO METROPOLITAN UNIVERSITY  
2023-2024**

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## 1. ACADEMIC AND NON-ACADEMIC CODES OF CONDUCT

### *Policy:*

During practicum courses, students are required to adhere to the Toronto Metropolitan University Student Codes of Academic and Non-Academic Conduct (Policies #60 and #61) available at: [www.torontomu.ca/senate/policies/](http://www.torontomu.ca/senate/policies/)

### *Procedure:*

Students are responsible for reading and familiarizing themselves with applicable policies.

## 2. ACCEPTANCE AND OFFERING OF GIFTS

### *Policy:*

To avoid a conflict of interest or the appearance of a conflict of interest, at no time should a student *solicit or accept* gifts from a client/patient, or a potential client/patient. Ordinary business courtesies, such as payment for a modest lunch or dinner, are acceptable. Gifts which are promotional items without significant value, and which are distributed routinely by the client, are also acceptable.

To avoid a conflict of interest or the appearance of a conflict of interest, at no time should a student *offer* gifts to practicum preceptors, practicum instructors, or other assessors and/or decision makers within the program and/or practicum placement. Ordinary business courtesies or gifts, such as thank you notes or symbolic items without significant value are acceptable.

### *Procedure:*

Gratuities or gifts of money to the student cannot be accepted at any time and should be returned immediately to the donor. The student is to make the practicum instructor aware of any concerns pertaining to the offering of gifts by clients/patients.

## 3. ACCOMMODATIONS FOR DISABILITY

### *Policy:*

Toronto Metropolitan University provides academic accommodations for students with disabilities in accordance with the terms of the Code and the Accessibility for Ontarians with Disabilities Act. Senate policy #159 describes Toronto Metropolitan University's academic accommodation of students with disabilities: [www.torontomu.ca/senate/policies](http://www.torontomu.ca/senate/policies)

### *Procedure:*

Students must register with Student Learning Supports located on the 4<sup>th</sup> floor of the Student Learning Centre (SLC). Students must follow the policies of the Student Learning Supports Centre to receive accommodations for course work and/or practicum.

(<https://www.torontomu.ca/studentlearningsupport>). If an accommodation letter is received, The Practicum Coordinator(s) will plan placements to meet student accommodations. It is the student's responsibility to email their letter of accommodation to preceptors for each placement.

## 4. ADMISSION REQUIREMENTS FOR PRACTICUM

*Policy:* for current admission requirements for the MSc Nutrition Communication program see <https://www.torontomu.ca/nutrition/graduate/admissions/nutrition-communication/> and for the PMDip Dietetics program see: <https://www.torontomu.ca/nutrition/graduate/admissions/dietetics/>

## 5. ANNUAL REVIEW OF PROGRAM

*Policy:*

All aspects of the graduate practicum programs will be reviewed annually.

*Procedure 1.* The Graduate Program Director, Program Administrator, and Practicum Coordinators, will note feedback and input from preceptors and students throughout the practicum program concerning program strengths, weaknesses, opportunities for improvement, and threats (SWOT). The Program Administrator will compile an annual report reflecting this information. Preceptors, students and other key informants will have opportunities to complete a standardized, anonymous electronic survey in January each year. Information from the annual report will be used to inform creation of a non-standardized section of the survey through which feedback on unique aspects of the past years' practicum experience can be assessed. These data will be compiled in a report to the Graduate Program Council, which will review the results and make recommendations.

2. External partners will be asked to review and update their rotation information annually, prior to commencement of the Practicum courses.

3. Major program changes will be developed and implemented in consultation with all stakeholders.

## 6. ARRANGEMENT OF PRACTICUM PLACEMENTS and CONFLICT OF INTEREST

*Policy:*

Students are assigned to practicums by the Practicum Coordinators. Students may not arrange their own practicum. The final decision as to the practicum location is made by the Practicum Coordinators. **Students may be required to commute up to an hour each way for practicum placements. In some cases, students may be asked to relocate or commute beyond an hour each way if there are no placement opportunities available in their preferred location.**

Students cannot be placed within an organization where first-degree relatives are in positions of decision-making power, nor, where they could have any influence on the type of activities (evaluation or otherwise) carried out in practicum; this would be a conflict of interest.

*Procedure:*

In assigning a practicum, consideration is given to, among other factors, the learning needs, skills, interests and preferred location of the student, the needs of the organization and position availability. **Students will provide their address and any areas they are willing to travel and/or relocate to. Practicum Coordinators will communicate travel requirements for all placements exceeding a 1 hour commute with the student prior to confirming the placement.**

Students are expected to declare any Conflict of Interest where they have been placed for practicum to the Practicum Coordinator within 3 working days of the location of their Practicum Placement site being communicated to them.

## 7. ATTENDANCE/ABSENTEEISM

### *Policy:*

#### *Accommodations for absence due to Religious Observance:*

Students must file forms for accommodation of religious observance at the beginning of the term. See Policy 150 Accommodation of Student Religious Observance Obligations and related form at: <https://www.torontomu.ca/senate/policies/accommodation-of-student-religious-aboriginal-and-spiritual-observance-policy-150/> and <https://www.torontomu.ca/senate/forms/reobservforminstr.pdf>.

#### *Accommodations for absence due to Medical or Compassionate reasons:*

Students shall inform Practicum Coordinator(s) and practicum preceptor, as soon as reasonably possible, when they are unable to attend class or be at the practicum site for medical or compassionate reasons. In the case of illness, a student who misses **three consecutive days or 5 or more non-consecutive days over a semester** must present a Toronto Metropolitan University Medical Certificate, or a letter on letterhead from a physician with the student declaration portion of the Toronto Metropolitan Medical Certificate attached, they will also be required to make up the time missed and may be required to achieve program credits via an alternative format at his/her additional expense (e.g., additional travel costs).

The Toronto Metropolitan University Medical Certificate can be found at:

<https://www.torontomu.ca/content/dam/student-wellbeing/medical-centre/documents/medical-certificate.pdf>. This certificate is essential for an appeal based on Medical grounds. It is the student's responsibility to submit the Toronto Met medical certificate; failure to do so may result in a finding that the student was negligent for being absent without notice or explanation.

### *Procedure:*

- Contact practicum preceptor immediately to inform them of time that may be missed (if this occurs prior to commencement of placement day, leave a voicemail message and send an email message).
- Contact Practicum Coordinator(s) immediately **by email** to inform them of time that may be missed.
- If requested, provide the TMU Practicum Coordinator with medical or compassionate documents, consistent with TMU University policies (<https://www.torontomu.ca/content/dam/student-wellbeing/medical-centre/documents/medical-certificate.pdf>).
- Discuss with the practicum preceptor how/if the time missed will/can be made up and inform Practicum Coordinator(s).

## 8. COMMUNICATION/ESTABLISHMENT AND USE OF TMU EMAIL

### *Policy*

Students will maintain regular contact with the Practicum Coordinators and practicum preceptor throughout the practicum and notify all parties of significant issues and challenges in a timely manner.

Students will seek and welcome constructive feedback from the practicum preceptor and Practicum Coordinators regarding assignments, work and progress towards learning outcomes.

All students are required to activate and maintain their Toronto Metropolitan University online identity to regularly access TMU's E-mail, MyServiceHub, my.torontomu.ca portal and learning

system, and other systems by which they will receive official University communications. Detailed information about this policy is available at <https://www.torontomu.ca/senate/policies/establishment-and-use-of-toronto-metropolitan-student-e-mail-accounts-for-official-university-communication-policy-157/> (Policy 157).

Students are required to monitor and retrieve messages and information issued to them by the University via Toronto Met's online systems on a frequent and consistent basis. Students have the responsibility to recognize that certain communications may be time-critical. Students may forward their TMU E-mail account to another electronic mail service provider address but remain responsible for ensuring that all University electronic message communication sent to their official TMU E-mail account is received and read. In addition, all online communication sent by the student should be sent from their TMU email account.

*Procedure:*

Before the practicum begins and as required during the practicum, students will schedule regular online meetings with the Practicum Coordinators and the practicum preceptor to seek guidance on projects and receive feedback on practicum activities. Additionally, students will email their preceptor 3-4 weeks prior to the start of each placement. The purpose of this meeting is to communicate the student's learning goals and discuss any questions either student or preceptor may have i.e. work hours, dress code etc.

## 9. CONFIDENTIALITY

*Policy*

Students, who have access to client/patient, employee and/or agency information, will use it only in the context of their work and under conditions that will guarantee its confidentiality. Furthermore, students will adhere to institutional policy and procedure relevant legislation.

*Procedure*

Students are advised to research as well as consult their practicum preceptor regarding information that should remain confidential. Students may have to sign a standard confidentiality agreement (supplied by the practicum organization) the breach of which could result in the termination of the student from the practicum. Any violation of confidentiality of client/patient/staff information will be dealt with as a disciplinary offense.

**Students should refrain from sharing any confidential organizational information on any social media platforms without prior written consent from the placement organization.**

**Students should NOT save any personal health information from patients/clients on their personal devices (phone, computer, tablet etc) at any time during the practicum. Students will follow all organizational procedures and comply with the [College of Dietitians of Ontario record keeping guidelines](#) to maintain patient confidentiality.**

## 10. CRIMINAL BACKGROUND CHECK

*Policy*

Completion of the Vulnerable Sector Criminal Record Check by the police is a requirement for practicum placement at a number of agencies. This check is one way of protecting clients, especially those who may be vulnerable. Students may not refuse a practicum placement on the grounds that a criminal record check is required. Students are responsible for the cost of this

check.

*Procedure:*

Students are required to have a vulnerable sector police record check as per practicum placement agency policies. Students will receive information on how to complete the vulnerable sector police record check from the Practicum Coordinators. If a student has a record of offenses, accommodation for practicum placements may be required.

## **11. DISCRIMINATION/HARASSMENT**

*Policy:*

Students in a practicum placement have the same rights to freedom from discrimination or harassment as any other member of the Toronto Metropolitan University community; that is, the right “to equal treatment with respect to employment and receipt of education services and related services and facilities without discrimination or harassment on the basis of the following grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offenses (in employment only), marital status, family status, disability, and same-sex partnership status” (TMU’s Office of Discrimination and Harassment Prevention Services, 2005).

*Procedure:*

Students with concerns are encouraged to talk about their experiences with someone who can provide sound advice on the actions that are available to them (there are informal and formal courses of action available) so that harassment/discrimination can be addressed. This may be the Practicum Coordinator, the MHSc Program Director or TMU’s Discrimination and Harassment Prevention Officer.

## **12. ENROLMENT STATUS**

a) Readmission

Students with a “satisfactory” Progress Report who voluntarily withdraw from a program may be considered for readmission. As a condition of re-admission, additional course work or other academic work may be required. The requirement for continuous registration from admission to completion of a graduate program must be satisfied: that is, students must maintain continuous enrolment in the program and pay associated fees.

B) Continuous Enrolment

Graduate program students will be required to maintain continuous enrolment in every semester of their program until all requirements have been met, unless they have been granted a Leave of Absence or have withdrawn from the program.

## **13. EXPENSES INCURRED**

*Policy:*

All costs related to practicum placements, including relocation if necessary, are the sole responsibility of the student and will not be reimbursed by TMU or practicum organizations. Students may be expected to obtain mask fit tests, police checks, vaccinations and other workplace requirements at their own expense prior to starting a practicum rotation. Students may be required to provide practicum locations with evidence documenting that such requirements have been met.



All transportation expenses are the sole responsibility of the student.

Expenses for workshops and other professional development activities are the student's responsibility.

Personal expenses will not be reimbursed (e.g., photocopying for personal use).

**In the event a student's personal property is damaged, lost or stolen while at placement, the student is responsible for the cost of replacing the property. The student will also be responsible for following the reporting procedures as per the placement organization's policies.**

Costs associated with carrying out practicum-related activities at the practicum location may be reimbursed by the practicum agency if approved in advance by the practicum preceptor. Note that all expense claims must be made in accordance with agency policy. Some expenses may not be reimbursed. Students are advised to consult preceptors on whether or not expenses are reimbursable prior to incurring extraordinary costs.

## **14. FEES**

Students are required to pay fees from initial program enrollment until graduation or official withdrawal. However, students who are granted a Leave of Absence (LOA) will not be required to pay fees during the leave, nor will the term of the leave be included in the calculation of time to completion for the degree.

There is a minimum degree fee based on the minimum time to completion for a full-time student in the program, as stated on the Yeates School of Graduate Studies (YSGS) website. If a student completes his/her program without paying the minimum degree fee, a "Balance of Degree Fee" may be assessed just prior to graduation. The fee is based on tuition fees only, as published on the fees schedule in effect at the time of graduation.

## **15. GRADUATION**

Under Toronto Metropolitan University Policy 163 (<https://www.torontomu.ca/senate/policies/graduate-admissions-policy-163/>), 'continuous registration' is a requirement for completion of all graduate programs at Toronto Metropolitan University. Students in graduate programs will be required to maintain continuous enrolment in every semester of their program until all requirements of their program have been met, unless they have been granted a Leave of Absence or have withdrawn from the program.

Students must submit an application to graduate as per published deadlines.

**MHSc Students:** To qualify for graduation MHSc students must successfully complete all of the required courses within three years of registering in the program. It is expected that MHSc students will pursue full time studies and complete their coursework within one year of registration.

**PMDip Students:** To qualify for graduation with the PMDip Dietetics, students must successfully

complete all of the required courses within two years of registering in the diploma. It is expected that PMDip Dietetics students will pursue full time studies and complete their coursework within one year of diploma registration.

## 16. HOURS OF WORK

### *Policy:*

The actual hours of work each day will be arranged with the practicum preceptor. Normally, the total number of hours worked each week should be the same as the practicum preceptor's schedule. Some evening or weekend work may be scheduled. The student will be prompt and ready to begin work on time.

### *Procedure:*

Students are responsible for contacting each of their practicum preceptors to discuss hours of work 3 weeks prior to each placement.

**Evening and weekend work may be necessary to complete practicum requirements. Students must be prepared to devote 1-2 hours each day to complete readings, assignments, and projects outside of the hours spent in the practicum environment.**

Students are expected to make every effort to schedule personal appointments outside of working hours. If this is impossible, the student shall request permission in advance from the practicum preceptor and Practicum Coordinator to be absent during working hours and arrange to make up the missed time.

Likewise, personal telephone calls, emails, texts or use of social media should occur outside of working hours. The student will be given the same statutory holidays as the practicum preceptor, in addition to those observed by Toronto Metropolitan University.

## 17. IMMUNIZATION RECORD

### *Policy:*

To comply with the Public Hospitals Act and other legislation and to meet the requirements of the various practicum placement sites students must consult their practicum preceptor to determine any requirement for vaccination and/or immunization records. Students are responsible for any cost associated with immunization and obtaining required documentation.

### *Procedure:*

For any vaccination or immunization requirement, students must make their own arrangements to obtain immunization and/or immunization records by a doctor or through an immunization clinic, at their own expense. The Practicum Coordinator will provide further instruction to students to ensure immunizations are current prior to starting practicum.

## 18. IN-CLASS PARTICIPATION

### *Policy:*

Students engaged in practicum rotations must participate in all scheduled practicum classes at Toronto Metropolitan University and in online discussions as required by the Practicum Coordinator. This participation may be arranged via online communication methods, such as Zoom.

*Procedure:* Before the practicum begins, students will inform and make arrangements with the practicum preceptor to participate in practicum classes at Toronto Met.

## **19. INSURANCE: WORK RELATED INJURY/ILLNESS**

Policy:

**MHSC PRACTICUM STUDENTS'** WSIB coverage is provided by MTCU for employers who are, and are not, registered with WSIB. Different procedures must be used for employers who are, and are not, registered with WSIB.

**PMDIP DIETETICS STUDENTS'** WSIB coverage is provided by Toronto Metropolitan University for employers who are, and are not, registered with WSIB through a private insurance company. Different procedures must be used for employers who are, and are not, registered with WSIB.

**Different WSIB procedures apply to the MHSc and PMDip Dietetics; please follow the appropriate procedures below.**

See <https://www.torontomu.ca/gcbs/what-we-do/legal-services/practicums/> for more details.

All TMU students in unpaid placements with agencies/organizations registered with the Workplace Safety and Insurance Board (WSIB) are covered by the Workers' Compensation Act. In the event of a placement related injury or illness, students are eligible for benefits from WSIB or equivalent benefits through the private insurance carrier. Some of these benefits might include: health care costs, rehabilitation costs, and in some cases, compensation for lost or future lost earnings. Student injury or illness will not affect the WSIB assessment rating of organizations/agencies.

## **PROCEDURES FOR MHSc PRACTICUM STUDENTS**

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FOR MHSc STUDENTS' PRACTICUM ORGANIZATIONS THAT **ARE** COVERED BY WSIB:

### **Practicum Preceptor's responsibilities:**

1. Ensure that the student receives medical attention
2. Complete WSIB Employers' Report of Injury/Disease (Form 7)  
[http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/022-13-1352E~2/\\$File/13-1352E.pdf](http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/022-13-1352E~2/$File/13-1352E.pdf). e-Form 7 is not an option for submission. The Job Title in section A is Dietetic Internship Student. The Employer Information in section B is Toronto Metropolitan University, 350 Victoria Street, Toronto, Ontario M5B 2K3, Firm #223754BE
3. Complete the Postsecondary Student Unpaid Placement Workplace Insurance Claim form
4. Forward forms to the practicum instructor within 3 days of the incident.

### **Practicum Coordinator's responsibilities:**

1. If the incident reported requires first aid only, record the details in a first aid log book in the event that a future report is required.
2. Ensures that a first aid log is maintained as required under the WSIB Act in the event that a report is required in the future.
3. Receives and reviews the WSIB Form 7, if coverage is provided by either MTCU or Toronto Metropolitan University and the Postsecondary Student Unpaid Work Placement Insurance Claim form if coverage provided by MTCU.

4. Reviews/completes the WSIB Form 7 and the Postsecondary Student Unpaid Work Placement Insurance Claim form, if applicable.
5. If the WSIB coverage is provided by MTCU, the employer information provided in section B on the Form 7 is that of the Ministry of Training, Colleges and Universities, 900 Bay St., 7th Floor, Mowat Block, Toronto, ON M7A 1L2, Firm #825010.
6. If the WSIB coverage is provided by Toronto Met, the employer information provided in section B on the Form 7 is that of Toronto Metropolitan University, 350 Victoria Street, Toronto, Ontario M5B 2K3, Firm #223754BE
7. Completes the training agency's (TMU) section of the Letter of Authorization to Represent Placement Employer.
8. Faxes the following to both the WSIB (fax# 416-344-4684 attention Central Processing Unit) and to the Ministry of Training, Colleges and Universities (fax# 416-325-1959 attention Lilian Priess):
  - a. WSIB Form 7
  - b. Letter of Authorization to Represent Placement Employer
  - c. Postsecondary Student Unpaid Work Placement Workplace Insurance Claim form, only if coverage is provided by MTCU

Note: If coverage is provided by MTCU, the completed Form 7 along with Letter of Authorization and the Postsecondary Student Unpaid Work Placement Workplace Insurance Claim must be received by WSIB within seven working days of the accident.

**If coverage is provided by Toronto Metropolitan University, the completed Form 7 must be received by the WSIB within three working days of the accident.**

9. Notifies Toronto Metropolitan University Human Resources
10. Arranges for the training participant to return to the training program with the appropriate accommodations if required.

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FOR MHSc STUDENTS' PRACTICUM ORGANIZATIONS THAT **ARE NOT** COVERED BY WSIB:

### **PRIVATE INSURANCE CLAIMING PROCEDURES**

ACE INA Insurance will provide the private insurance policy for training participants on unpaid work placements with employers who are not registered with the WSIB and who would otherwise be covered by WSIB through MTCU. This also applies to students who are placed for work experience with employers outside the province, or country.

In the event of a placement-related injury or illness the following procedures will be followed.

### **STUDENT'S ROLE**

1. Reports the injury to his/her immediate supervisor at the placement
2. Seeks appropriate first-aid or medical attention
3. Reports the incident to the Faculty Placement Coordinator at Toronto Metropolitan University

### **PLACEMENT PRECEPTOR'S ROLE**

1. Ensures that student receives the appropriate medical attention.
2. Contacts ACE INA for the appropriate forms at 1-877-772-7797 or at Canada.ahclaims@acegroup.com
3. Completes the ACE INA Accident Report – Statement of Work Placement Employer and

Training Agency if the accident has resulted in injury to the student that requires:

- a. Health care by a medical practitioner for which there is a fee for service (i.e. physician, chiropractor, dentist, hospital etc.)
- b. Time lost from work placement within 31 days of the accident
- c. Exposure to communicable disease.

4. Forwards completed documents to the Faculty Placement Coordinator.

#### **PLACEMENT COORDINATOR'S ROLE**

1. If the injury reported requires first-aid only, details of the incident will be recorded in a first aid log which be maintained by the Faculty Placement Coordinator for future reports/claims.
2. Receives and reviews the ACE INA Accident Report and signs as the training agency's authorized representative.
3. Forwards to ACE INA Insurance and the Ministry of Training, Colleges and Universities:
  - a. The Accident Report – Statement of Work Placement Employer and Training Agency
  - b. Postsecondary Student Unpaid Work Placement Workplace Insurance Claim

Note: In order to be eligible for benefits under this policy the initial claim must be made with 31 days of the accident.

4. Arranges for the training participant to return to the training program with the appropriate accommodations if required.
5. Provides data statistics to the Human Resources Benefit Unit as requested.

#### **HUMAN RESOURCES BENEFITS UNIT'S ROLE**

1. Reports statistical data to the Ministry of Training, Colleges and Universities, as notified by the Ministry.

For more information about WSIB and ACE INA coverage provided by MTCU, visit the MTCU website at

<http://www.tcu.gov.on.ca/pepg/publications/placement.html>

Postsecondary Student Unpaid Work Placement Workplace Insurance Claim

[http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/022-13-1352E~2/\\$File/13-1352E.pdf](http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/022-13-1352E~2/$File/13-1352E.pdf)

WSIB Form 7

<https://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RD&TAB=PROFILE&SRCH=1&ENV=WWE&TIT=13-1352&NO=022-13-1352E>

## **PROCEDURES FOR PMDip DIETETICS STUDENTS**

For PMDip DIETETICS STUDENTS' PRACTICUM ORGANIZATIONS THAT **ARE** REGISTERED WITH

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WSIB

#### **WSIB CLAIMING PROCEDURES**

The Workplace Safety and Insurance Board (WSIB) will provide coverage for students on unpaid training placements who are placed with employers that are registered with the WSIB.

In the event of a placement-related injury or illness the following procedures will be followed.

## **STUDENT'S ROLE**

### **Reports the injury to his/her immediate supervisor at the placement**

1. Seeks appropriate first-aid or medical attention
2. Reports the incident to the Faculty Placement Coordinator at Toronto Metropolitan University

## **PLACEMENT PRECEPTOR'S ROLE**

1. Ensures that student receives the appropriate medical attention
2. If the accident has resulted in injury to the student that requires:
  - a. Health care by a medical practitioner for which there is a fee for service (i.e. physician, chiropractor, dentist, hospital etc.) and/or
  - b. lost time from work placement beyond the date of the accident, and/or
  - c. Exposure to communicable disease
3. Please complete the WSIB Employers' Report of Injury/Disease (Form 7) shown below [https://www.wsib.ca/sites/default/files/2021-04/0007a\\_0.pdf](https://www.wsib.ca/sites/default/files/2021-04/0007a_0.pdf)
4. Completes the applicable sections of the Letter of Authorization to Represent Placement Employer (Appendix A)
5. Forwards completed documents to the TMU Faculty Placement Coordinator.

## **PLACEMENT COORDINATOR'S ROLE**

1. If the injury requires first-aid only, details will be recorded in a first aid log which will be maintained by the Placement Coordinator, in the event that a report to WSIB is required in the future.
2. Receives the WSIB Form 7, if coverage is provided by either MTCU or TMU and the Postsecondary Student Unpaid Work Placement Workplace Insurance Claim form if coverage provided by MTCU.
3. Reviews/completes the WSIB Form 7 and Postsecondary Student Unpaid Work Placement Workplace Insurance Claim form, if applicable. The employer information provided in section B on the Form 7 is that of Toronto Metropolitan University, 350 Victoria Street, Toronto, Ontario M5B 2K3, Firm #223754BE.
4. Completes the training agency's section of the Letter of Authorization to Represent Placement Employer
5. Faxes the following to both the WSIB (fax# 416-344-4684 attention Central Processing Unit) and to the Ministry of Training, Colleges and Universities (fax# 416-325-1959 attention Lilian Priess):
  - a. WSIB Form 7. The completed Form 7 must be received by the WSIB within three working days of the accident.
  - b. Letter of Authorization to Represent Placement Employer
  - c. Postsecondary Student Unpaid Work Placement Workplace Insurance Claim form, only if coverage is provided by MTCU
6. Arranges for the training participant to return to the training program with the appropriate accommodations if required.

## **HUMAN RESOURCES BENEFITS UNIT'S ROLE**

1. Calculates and remits WSIB premiums for those students covered by the TMU WSIB plan.

For PMDip DIETETICS STUDENTS' PRACTICUM ORGANIZATIONS THAT **ARE NOT** REGISTERED

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WITH WSIB

### **PRIVATE INSURANCE CLAIMING PROCEDURES**

ACE INA Insurance will provide the private insurance policy for training participants on unpaid work placements with employers who are not registered with the WSIB and who would otherwise be covered by WSIB through MTCU. This also applies to students who are placed for work experience with employers outside the province, or country.

In the event of a placement-related injury or illness the following procedures will be followed.

### **STUDENT'S ROLE**

1. Reports the injury to his/her immediate supervisor at the placement
2. Seeks appropriate first-aid or medical attention
3. Reports the incident to the Faculty Placement Coordinator at TMU

### **WORK PLACEMENT SUPERVISOR'S ROLE**

1. Ensures that student receives the appropriate medical attention.
2. Contacts ACE INA for the appropriate forms at 1-877-772-7797 or at [Canada.ahclaims@acegroup.com](mailto:Canada.ahclaims@acegroup.com)
3. Completes the ACE INA Accident Report – Statement of Work Placement Employer and Training Agency if the accident has resulted in injury to the student that requires:
  - a. Health care by a medical practitioner for which there is a fee for service (i.e. physician, chiropractor, dentist, hospital etc.)
  - b. Time lost from work placement within 31 days of the accident
  - c. Exposure to communicable disease.
4. Forwards completed documents to the Faculty Placement Coordinator.

### **FACULTY PLACEMENT COORDINATOR'S ROLE**

1. If the injury reported requires first-aid only, details of the incident will be recorded in a first aid log which be maintained by the Faculty Placement Coordinator for future reports/claims.
2. Receives and reviews the ACE INA Accident Report and signs as the training agency's authorized representative.
3. Forwards to ACE INA Insurance and the Ministry of Training, Colleges and Universities:
  - a. The Accident Report – Statement of Work Placement Employer and Training Agency
  - b. Postsecondary Student Unpaid Work Placement Workplace Insurance Claim
9. Note: In order to be eligible for benefits under this policy the initial claim must be made with 31 days of the accident.
5. Arranges for the training participant to return to the training program with the appropriate accommodations if required.
6. Provides data statistics to the Human Resources Benefit Unit as requested.

### **HUMAN RESOURCES BENEFITS UNIT'S ROLE**

1. Reports statistical data to the Ministry of Training, Colleges and Universities, as notified by the Ministry.

**For more information about WSIB and ACE INA coverage provided by MTCU, visit the MTCU website at:**

<https://www.ontario.ca/page/workplace-insurance-college-and-university-students-unpaid-work-placements>

**Postsecondary Student Unpaid Work Placement Workplace Insurance Claim**

<https://forms.mgcs.gov.on.ca/en/dataset/022-13-1352>

**WSIB Form 7**

[https://www.wsib.ca/sites/default/files/2021-04/0007a\\_0.pdf](https://www.wsib.ca/sites/default/files/2021-04/0007a_0.pdf)

## 20. LEAVE OF ABSENCE

*Policy:*

Students are not permitted to take a leave of absence from the practicum semesters. Under exceptional circumstances, the Graduate Program Director may permit a temporary leave of absence on an individual basis. See:

<https://www.torontomu.ca/senate/policies/graduate-status-enrolment-and-evaluation-policy-170-b/>

*Medical or Compassionate leave:* In case of medical or extreme financial difficulty, a student may petition for a LOA. Toronto Metropolitan University (TMU) medical certificate is required.

*Parental leave:*

A parental LOA may be taken by an enrolled graduate student at the time of pregnancy, birth or adoption and/or to provide full-time care during the child's first year. Parental leave must be completed within twelve months of the date of birth or custody. Maximum of three semesters.

*Terms of a Leave of Absence*

LOA may be granted by the Graduate Program Director. Students will not normally be granted more than one LOA during their graduate program. A LOA is normally for one term, but cannot exceed three terms. Under extraordinary circumstances, students may apply for a second LOA, which must be approved by the Graduate Program Director and the Dean of Graduate Studies. Students who are granted a LOA will not be required to pay fees during the leave, nor will that term of the leave be included in the calculation of time to completion for the degree. Students are not entitled to use University or program services during a LOA. A student returning from a LOA must register for a minimum of one term before completion of the program. The student should discuss in advance, what conditions, if any, need to be met upon return. A student who fails to return from a LOA on the expected date will be withdrawn from his/her program.

*Procedure:*

Students shall inform Practicum Coordinators, practicum preceptor and Graduate Program Director if circumstances require a leave of absence for medical or compassionate reasons. In the case of illness, a TMU Medical Certificate, or a letter on letterhead from a physician with the student declaration portion of the TMU Medical Certificate attached, needs to be submitted to the Practicum Coordinator and the program administrator as soon as possible. This certificate is



essential for an appeal based on medical grounds. The TMU Medical Certificate can be found at: <https://www.torontomu.ca/content/dam/student-wellbeing/medical-centre/documents/medical-certificate.pdf>

## 21. ORIENTATION

### *Policy*

Students are required to participate in all orientation activities scheduled by the Practicum Coordinators and the practicum preceptor.

### *Procedure:*

Students will complete a 1 week orientation prior to starting their practicum placements. This will be organized by the Practicum Coordinators

It is the practicum preceptor's responsibility to provide the student with an orientation to the placement organization. Orientation should include readings and/or assignments prior to the start of the placement. During the first week of placement the student should be introduced to their work area and staff members. Regular meetings between student and preceptor should be scheduled and any project work and expectations should be communicated.

## 22. PERFORMANCE EVALUATION

### *Policy:*

Students will be evaluated in both their course-based and practicum-based activities. Evaluation of course-based components is based on the learning objectives for each assignment/activity as reflected on the course outline. Satisfactory completion of the course components includes timely submission of assignments and attendance at all mandatory classes.

Evaluation of practicum-based activities is based on the preceptor's assessment of the extent to which students have achieved a satisfactory level of competence in relation to the Performance indicators identified by the Integrated Competencies for Dietetic Education and Training (ICDEP).

At any time during the program, preceptors, instructors, and program staff may refer students to appropriate support services, such as the Access Centre, the Centre for Student Development and Counselling, the TMU Medical Centre, the Graduate Student Support Centre, the Student Conduct Office, etc.

### *Procedures:*

#### ***Course-based Evaluation:***

Instructors have examined the curriculum, identified, and documented course-based activities through which practicum students have opportunities to demonstrate their competence in relation to specific ICDEP Performance indicators. In some cases, successful completion of an assignment (e.g., achievement of a passing grade) demonstrates an 'independent' level of competence for a specific Performance Indicator. In other cases, successful completion of an assignment or course-based activity may indicate competence at the 'supervised' or 'minimally supervised' level.

#### *Instructors' Responsibilities:*

Identify the ICDEP Performance Indicators achieved in the course and clearly state in the course outline. Review and provide feedback for each course component based on the course

management policies on the course outline, as well as the learning objectives and grading rubric provided. Provide students with feedback on their work, in addition to a grade.

*Students' Responsibilities:*

### Course Based Assignments

Each student will review the course requirements and familiarize themselves with the ICDEPs associated with each course assignment. If a student does not achieve a passing grade in an assignment, it is at the instructor's discretion if the student may be allowed to revise and resubmit the assignment (see course outlines for definition of passing grades, which may vary by course). If permitted, the student will only have one attempt to resubmit the assignment. If the student fails the assignment this may impact their overall performance in the course.

### Documentation of ICDEPs in Course Based Assignments

If a student achieves a passing grade in a course where ICDEPs are identified in the course outline, this will serve as evidence that the student has completed the requirements to meet specific performance indicators through course-based activities. To document ICDEP achievement, each student will record completion of assignments in all courses using the secure online logbooks to document course-based activities related to specific ICDEP Performance indicators. The TMU practicum coordinator will review the logbooks and provide feedback if revisions are needed.

*Practicum Coordinator's Responsibilities:*

The TMU practicum coordinator will consult with instructors to identify ICDEPs achieved in course-based activities. The TMU practicum coordinator will create secure online logbooks for each student to access via Google Drive throughout the program. The practicum coordinator will consult with partner practicum coordinators to communicate ICDEP achievement in course-based activities for PMDip students. The practicum coordinator will be responsible for maintaining a document to track ICDEP progress for each practicum student. This document will be shared with partnering practicum coordinators for PMDip students only.

### ***Practicum-based Evaluation:***

Given the additive and incremental nature of achieving competence, as reflected in the rating scale below, each student's progression should demonstrate the gradual increase in his/her knowledge, skills, and confidence as s/he moves toward "entry-level competence".

*"Entry Level Competence: When presented with routine situations, the entry-level dietitian performs relevant competencies in a manner consistent with generally accepted standards in the profession, without supervision or direction, and within a reasonable timeframe. The entry-level dietitian selects and performs competencies in an informed manner. The entry-level dietitian anticipates what outcomes to expect in a given situation, and responds appropriately. The entry-level dietitian recognizes unusual, difficult to resolve and complex situations which may be beyond their capacity. The entry-level dietitian takes appropriate and ethical steps to address these situations, which may include seeking consultation, supervision or mentorship, reviewing research literature, or a referral." (PDEP, 2013)*

*Students' Responsibilities:*

- Document the activities s/he has completed with respect to each of the relevant ICDEP Performance indicators using the online logbooks.
- Discuss their performance with their preceptors, including any concerns relating to

- performance and evaluation.
- Ensure that evaluations occur in a timely manner.

#### *Preceptors' Responsibilities:*

The practicum preceptor will provide the student with opportunities for progressive learning. This requires assessing the student's needs and providing ongoing feedback regarding his/her performance. The Practicum Coordinators are available as needed to assist in identifying barriers to students' progress and will address them in a timely manner (see Policy 27).

**Feedback should be provided in a private area and both the student and preceptor should be ready to discuss the feedback provided.** Feedback should be specific and focused on the student's behaviours in regards to meeting competencies. If either the preceptor or student is struggling with giving or receiving feedback they should consult the Practicum Coordinator(s).

At the **midpoint** and at the **end** of the placement, the preceptor will meet with the student to review the [Student Self-Assessment Form](#), and determine the extent to which each competency has been met based on the ICDEP [rating](#) scale. The [Preceptor Evaluation of Student Performance](#) form should be completed and submitted no later than 1 week after the student's last placement day.

#### **Performance indicator:**

*Exposure/Discussion (E)* –describes experiences at the exposure level only. Students may have observed activities but not performed them independently. Activities are rule-driven. Students at this stage may require significant supervision or prompting, may make numerous mistakes or omissions, and may require extended periods of time to complete tasks.

*Supervised (S)* – describes experiences at the “hands-on” level but with direct supervision. Activities are primarily directed by the preceptor and the student may have difficulty identifying relevant data. Students rely upon rules and procedures and require significant direction when rules do not apply. The student may still make numerous mistakes and require extended periods of time to complete tasks.

*Minimal Supervision (M)* – describes experiences at the “hands-on” level requiring only minimal supervision. Students may identify most relevant details, but may still lack speed and flexibility and seek direction when/if original plans fail. Although mistakes are minimal, students may still require assistance prioritizing to complete tasks.

*Independent (I)* – describes experiences at the “hands-on” level to generally recognized standards of the profession. Although speed may still be somewhat slower, **the student presents no threat to the public**, and is able to prioritize activities to achieve goals and established outcomes within a reasonable timeframe, with minimal errors or omissions and with little or no prompting required from the preceptor. Consultation with preceptor is expected and preceptor may be present when the student is practicing independently.

*N/A* – Not observed or not applicable to this rotation.

The preceptor will inform the Practicum Coordinators of any disagreement between the student and the preceptor concerning the ratings.

#### **Satisfactory Practicum-Based Performance:**

Practicum courses typically engage students in 2 or more placements during the semester. The student must pass **all** placements within the semester to pass the practicum-based component of the course.

To “pass” a practicum placement means that the student has achieved the expected level of competency in the performance indicators relevant to that practice setting, including those related to Professionalism and Ethics, and Communication and Collaboration, even if these performance indicators are not the focus of the practicum placement. That is, students are expected to demonstrate the ICDEP performance indicators identified under Professionalism and Ethics, and Communication and Collaboration, **IN EVERY PRACTICUM PLACEMENT**. Failure to do so may result in a failing grade for the practicum placement. Unacceptable performance or conduct, as defined in Policy 25, will not be tolerated.

At the end of each practicum course, the Practicum Coordinators will review each student’s progress via the secure, online evaluation system to evaluate the students’ progression in achieving ICDEPs. At the end of **each** practicum course, the Practicum Coordinators will review each student’s progress to verify achievement of **performance indicators** at the ‘competent’ level. In some cases, a final rating of ‘minimal supervision’ will be considered.

After the successful completion of the graduate degree requirements by MHS c practicum option, the Practicum Coordinator at Toronto Metropolitan University will send the names of the graduates to the College of Dietitians of Ontario (CDO) Registrar. Students are then eligible to apply for a temporary RD license. For the PMDip program, the partner hospital coordinators will send the names of their PMDip students to CDO.

### **Unsatisfactory practicum-based performance**

Unsatisfactory practicum-based performance may take the following forms:

- a) *Unacceptable performance or conduct*: during a practicum/internship placement may result in 1) failing the practicum placement 2) termination of the practicum or 3) withdrawal from the program. The Practicum Coordinator(s), in consultation with the Graduate Program Director, may require a student to repeat a placement and/or assign a failing grade for a practicum placement in which unacceptable performance or conduct has been documented by the preceptor.
- b) *Failure to progress within a placement*: After following the procedure in policy #27 and in consultation with the practicum coordinator(s), the practicum preceptor may evaluate a student as unsuccessful in achieving the expectations of the placement. A meeting will then be scheduled between the student and the practicum coordinator(s) to decide which of the following options will apply:
  - If the preceptor and Practicum Coordinator believe that it would require *no more than three* weeks of additional experience for the student to achieve the required rating in the performance indicators, one of the following options may be selected:
    - i. The placement may be extended (at the end of the current rotation or at the end of the semester, depending on availability) to provide the student with additional opportunities to progress to the appropriate rating (e.g.,

'Competent' or 'Minimal Supervision') for this/these performance indicator(s).

- ii. Specific, time-limited conditions can be documented through which the student must achieve an 'Competent' or 'Minimal Supervision' rating for the performance indicator(s) in an alternate placement setting and the student may be allowed to progress to the next placement.
  - iii. If the conditions are not met within the specified timeframe, the Practicum Coordinator(s) and Graduate Program Director will review the student's progress and determine which of the following options will apply: the student may 1) receive a failing grade for the practicum placement, 2) receive a failing grade for the practicum course 3) be terminated from the graduate program.
- If the preceptor and Practicum Coordinator(s) believe that it would require *more than three weeks* of additional experience for the student to achieve the required ratings in the performance indicators identified, the student will receive a failing grade for that practicum placement.
  - The student may be terminated from the practicum option or from the graduate program at the discretion of the Graduate Program Director.

c) *Failure to progress across multiple practicum placements:*

At the end of each Practicum course, the Practicum Coordinators will monitor each students' overall progress via the secure, online evaluation system and if s/he finds that a student has achieved the same competency rating for the same performance indicator more than twice across different placements, or, if s/he is concerned that a student may not have sufficient time remaining in the practicum course to achieve the appropriate level of competence in all ICDEP performance indicators, s/he will convene a meeting with the student and will select one of the following courses of action:

- a) INC grade: The student will receive a final grade of INC for the practicum course and specific, time-limited conditions can be documented in a **learning plan** through which the student must achieve the appropriate rating for specific performance indicator(s) in a forthcoming practicum placement. If the conditions are met, the final grade will be changed to "Pass" and the student will be permitted to enroll in the next practicum course. If the conditions are not met within the specified timeframe, the Practicum Coordinator(s) will meet with the Graduate Program Director who will decide whether to: 1) assign a final grade of "F" (Fail) to the practicum course, 2) to terminate the student from the graduate program.
- b) In consultation with the Graduate Program Director, specific, time-limited conditions can be documented in a **learning plan** through which the student must achieve the appropriate rating for specific performance indicator(s) through an additional practicum placement following the completion of the practicum course. Depending on the timeframe, a final grade of "Fail" may be entered for the practicum course until such time as the student meets the specified conditions. If the conditions are met, the

final grade for practicum course will be changed to “Pass”. The student may be required to secure this additional placement, subject to approval of the Practicum Coordinator(s). If the conditions are not met within the specified timeframe, the final grade for practicum course will be “Fail”. Students must pass the practicum courses to complete the graduate program.

- c) If the student and Practicum Coordinator(s) cannot identify satisfactory conditions through which the student can achieve the appropriate level of competence for this performance indicator s/he will arrange a meeting with the Graduate Program Director. The Graduate Program Director will review the situation and decide on one of the following courses of action:
  - i. A remediation plan, including specific conditions and timelines for completion of specific Performance Indicators, may be created.
  - ii. Under exceptional circumstances, the student may be required to take a leave of absence from the program or repeat a practicum course (the student may incur additional tuition and ancillary fees).
  - iii. The student may be terminated from the graduate program at the discretion of the Graduate Program Director.
  
- d) *Failure of a practicum placement:* The student must successfully complete every practicum placement within the practicum courses. If a student fails a practicum placement (see above), s/he will receive a final grade of “F” (Fail) for the course.
  
- e) *Failure of a practicum course:* A student who achieves a final grade of F in a practicum course will be required to repeat that course before proceeding to the next practicum course. Students may be allowed to repeat a course **once**, with authorization from the Graduate Program Director, which would not normally be withheld. The original grade will continue to appear on the student’s academic record, but only the last grade achieved for a repeated course (whether higher or lower) will count in the GPA. If at least one of the course attempts results in a passing grade, the course will count towards graduation requirements. **Two F grades will result in withdrawal from the program.**

## 23. PERSONAL APPEARANCE

### *Policy:*

Students will adhere to organizational policies regarding clothing and appearance, and the use of perfumed/scented personal care products.

### *Procedure:*

The student shall check with the practicum preceptor before beginning a practicum placement to confirm organizational policies regarding clothing and appearance, and the use of perfumed/scented personal care products.

## 24. PLAGIARISM

### *Policy:*

Plagiarism is a serious offense. The School of Nutrition has a zero tolerance policy on plagiarism and other forms of academic misconduct. Plagiarism and other forms of academic misconduct will be penalized as per TMU's Academic Integrity policy, available at <https://www.torontomu.ca/senate/policies/academic-integrity-policy-60/>. The minimum penalty for plagiarism is a reduced grade on the assignment (which may include a grade of zero). Any student found guilty of academic misconduct will have a disciplinary notice (DN) noted on his/her academic record and will receive a minimum penalty of a grade of zero for the assignment. Two DNs will result in "Disciplinary Withdrawal" from the program.

### *Procedure:*

Students are responsible to read and familiarize themselves with TMU's Academic Integrity policy <https://www.torontomu.ca/senate/policies/academic-integrity-policy-60/> as well as the "[Intellectual Property Guidelines](https://www.torontomu.ca/graduate/student-guide/academic-matters/policies-guidelines/)" available at the Graduate Studies website at <https://www.torontomu.ca/graduate/student-guide/academic-matters/policies-guidelines/>. To detect suspected plagiarism, instructors/preceptors have the right to submit students' assignments to Turnitin (plagiarism detection service).

If plagiarism is suspected, the procedures outlined in the document titled "Dealing with suspicion of academic misconduct" available from Toronto Metropolitan University's Academic Integrity Office (<https://www.torontomu.ca/academicintegrity/>) will be followed.

## 25. PRACTICUM TERMINATION

### *Background:*

Students may terminate their participation in (withdraw from) the practicum option/PMDip or from the graduate program at any time (Policy 39). The Graduate Program Director may terminate a practicum placement as per the affiliation agreement with the external practicum agency. When appropriate, the student may be provided with an alternative practicum placement experience. The organization providing a practicum rotation can terminate the practicum experience as per the affiliation agreement with Toronto Metropolitan University (Policy 40). A student's enrolment in a practicum course, or in the graduate program, may be terminated by the Graduate Program Director based on a complete investigation of student misconduct/unprofessional behaviour. The Graduate Program Director will conduct an investigation and will direct the student to the University Ombudsperson for unbiased advice and support. Practicum preceptors and/or co-workers may be asked to participate in the investigation as requested by Graduate Program Director and/or University Ombudsperson.

### *Policy*

#### *Administrative Withdrawal*

A student who has not participated in nor paid program fees and has had no communication with her/his program for a term will be withdrawn by the program. If a student has been withdrawn by the program and subsequently wishes to return to the program, he/she must reapply through the Graduate Admissions Office. Readmission is not guaranteed and may be subject to conditions such as course or other academic work in addition to the normal curriculum.

#### *Termination of practicum/internship*

As per Toronto Metropolitan University's Policy Policy 169: Experiential Learning, Toronto Metropolitan reserves the right, at any point, to remove a student from and/or terminate an EL opportunity where there is reasonable basis that the student presents a risk to themselves or others and/or engages in persistent or significant unprofessional behaviour in accordance with the Procedures under this policy.

Unacceptable performance and/or unacceptable conduct shall warrant termination of the student from his/her placement, and potentially, from the graduate program. Unacceptable performance/conduct includes, but is not limited to the following:

- a) Performance that has fallen significantly short of the stated program requirements.
  - i. This includes requiring extensive support and guidance by the 6th week (halfway) point in a practicum, whereby the student has been assessed as needing significant further development in most or all areas.
  - ii. Failure to demonstrate competence
  - iii. Achievement of a rating of 'supervised' in ½ of the relevant performance indicators at the end point of a practicum course
  - iv. Violation of the Code of Ethics of Dietitians of Canada
  - v. Making errors without recognizing them or learning from them
  - vi. Not applying past experience
  - vii. Avoiding/not making decisions
  - viii. Not being able to work collaboratively
  - ix. Not asking for help when needed
  - x. Demonstrating inappropriate communication skills
  - xi. Practicing unethically
  - xii. Not being receptive to advice/constructive criticism
  - xiii. Lacking knowledge/skills and not pursuing further learning
  - xiv. Lacking the ability to recognize self-limitations/knowledge deficits
- b) Performance that has remained unacceptable even though the student has received extra coaching/support.
- c) Performance that has not demonstrated achievement of the agreed upon objectives and/or results.
- d) Performance that has jeopardized the graduate program or practicum agencies' reputation or success.
- e) Any form of academic misconduct, including plagiarism
- f) Any of the following infractions:
  - i. Theft;
  - ii. Use or possession of drugs or alcohol while on duty or on agency premises;
  - iii. Willful disorderly misconduct toward patients, visitors or employees including: Fighting or making threats; persistent insubordination; Willful damage to agency property or property of others;
  - iv. Neglect in performance of duties;
  - v. Major violation of agency regulations, procedures and/or safety; rules;
  - vi. Minor violation repeated after having been given warning and/or probation.



PLEASE NOTE: These are partial lists of infractions warranting termination. Similar action may be taken in the case of other infractions of comparable degree.

*Procedure:*

*Student's responsibilities:*

Familiarize him/herself with and conduct him/herself in accordance with the policies, standards, and procedures relevant to practicum.

*Practicum Preceptor's responsibilities:*

- Provide the program with accurate and current information regarding agency policies and procedures. This agency information is part of the self-study module each student must complete prior to starting a practicum rotation.
- Discuss relevant policies, standards and procedures with the student and respond to any questions at the beginning of the practicum rotation.
- If any form of misconduct or unacceptable behaviour on the part of the student is alleged or suspected, discuss the situation with the student as soon as possible.
- Ensure that the student understands the relevant policies and standards and explain the nature of the misconduct.
- If alleged misconduct or unacceptable behaviour persists after the aforementioned discussion, the practicum preceptor will contact the Practicum Coordinator who will fully investigate the facts and document the particulars of the conduct.

*Practicum Coordinator(s)' responsibilities:*

- Fully investigate and document allegations of misconduct/unacceptable behaviour and provide the documentation to the Graduate Program Director. The student will be informed that an investigation into his/her performance and/or behavioural conduct is being initiated. The Practicum Coordinator(s) will meet with the student and preceptor separately.
- Depending on the nature of the circumstances necessitating the investigation, the student may be asked to leave the premises pending further notification while the investigation is being conducted. This is at the discretion of the Practicum Coordinator(s).
- If misconduct has occurred, ensure that the student is aware of the support available through the Toronto Metropolitan University Ombudsperson's Office.
- Attend and document the discussion at the Graduate Program Director's meeting with the student, his/her representative, and the preceptor. Provide copies of documentation to all attendees.
- Following the Graduate Program Director's decision, the Practicum Coordinator(s) distributes copies of the written decision to each of the following:

- (a) The Student's file
- (b) The Student
- (c) The Graduate Program Director
- (d) The Practicum preceptor, as appropriate
- (e) Other individuals present during the meeting
- (f) The Director of Professional Standards, Dietitians of Canada

*Graduate Program Director's responsibilities:*

- Review the documentation concerning the alleged misconduct and gather any additional information required to complete a comprehensive investigation. Make a determination as to whether or not misconduct has occurred.
- Advise the student, practicum preceptor, and Practicum Coordinator of the outcome of the investigation, the ensuing action and the reason(s) why such action is necessary.
- Convene a meeting to discuss the misconduct finding with the student (and his/her representative provided by the Ombudsperson's Office), practicum preceptor (as appropriate), and Practicum Coordinator.
- The Graduate Program Director will decide upon one of the following outcomes and notify the student, preceptor, Practicum Coordinator:
  - Probation: A probationary contract, including specified conditions and timelines, may be created. The student will remain in the program during the probationary period and may be moved to a different practicum location at the discretion of the Graduate Program Director. Failure to fulfill the conditions of the probationary contract will result in termination of the student from the practicum course and/or the program.
  - Termination: The Graduate Program Director, in consultation with the Dean of the Yeates School of Graduate Studies, may find that immediate termination from the practicum placement and possibly from the program is warranted. If termination from the program is required, the student shall be given the opportunity to immediately withdraw from the program. Should the student refuse this option, the student's enrolment in the program will be terminated. If the student is terminated from the program, the Graduate Program Director will notify the Director of Professional Standards, Dietitians of Canada.

*Appeal Process:*

Students have the right to appeal any decision that results in a request for their withdrawal/termination from the program. The purpose of the Appeal Process will be to rule on the fairness of the decision made by the Graduate Program Director and to determine whether the decision was justified and whether the request for withdrawal/termination of the student from the program was/is warranted.

Appeals of termination decisions must adhere to Senate Student Appeals policies:  
<https://www.torontomu.ca/senate/appeals/>.

## **26. PRIOR LEARNING ASSESSMENT AND RECOGNITION**

*Policy:*

Students may have had opportunities to demonstrate an appropriate level of competence (as per the ICDEP) through their pre-program experiences. The PLAR process provides a means for students to apply for recognition of such experiences. Applications made through the PLAR process must meet the same standards of evidence and documentation that are required to

document achievement of ICDEPs within the graduate program. PLAR applications can only be submitted in relation to the 2020 Management & Leadership and/or Food Provision competencies.

*Procedure:*

*Students:*

1. Review the ICDEPs and identify any *complete sets* of performance indicators for which you believe you have demonstrated, and can document, *an independent level* of competence (as defined by the ICDEP) under the direct supervision of a dietitian. (Only complete sets of performance indicators found under 'management and leadership and/or food provision' will be considered for PLAR).
2. Set up a meeting with the TMU Practicum Coordinator to discuss the PLAR application process and your past experience to ensure you would qualify for PLAR.
3. Complete the PLAR application process and submit it to the TMU Practicum Coordinator for review and approval.

*Practicum Coordinator:*

2. Review the PLAR application for completeness and notify student of any content deficiencies.
3. If needed, the TMU Practicum Coordinator may recruit one practicum preceptor qualified to review this particular PLAR application. Provide a copy of the PLAR application to the reviewer. The reviewer will provide feedback to the Practicum Coordinator on activities recorded in the student's log book that are appropriate demonstrations of the student's ability to perform the performance indicators and represent competence with regard to each performance indicator.
4. Communicate the decision and reasoning to the student.
  - a. If the application was accepted, the student's practicum rotation plan can be adjusted accordingly. Time may be shortened if participating in the PMDip program, or, additional time diverted to another practice area (applies to both PMDip and MHSc programs). Practicum time will not be shortened in the MHSc program.
  - b. If the application was denied, no changes to the practicum plan are made.
  - c. If the student disagrees with the PLAR decision, s/he may appeal the decision within 5 days of receipt of the decision. The student should gather any additional information s/he believes would clarify his/her application and arrange a meeting with the Practicum Coordinator to discuss the reasons s/he believes the review panel's decision was in error. The Practicum Coordinator will discuss this information in light of the rationale for further review. If, at the end of that discussion, the student still believes that the decision was wrong, s/he can request a new review.

*Final appeal:*

If the student wishes to pursue a final appeal of the initial PLAR decision, the Practicum Coordinator will identify and recruit a new reviewer consisting of:

- 1 external practicum preceptor with expertise in the relevant practice area
- The graduate program director

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<sup>1</sup> Given the ubiquitous nature of professional practice and communication competencies, PLAR applications cannot be submitted in these areas of practice. The need to ensure currency makes it impossible to consider PLAR applications for nutrition care and population and public health.

The new reviewers will receive the original PLAR application and any additional materials supplied by the student. After reviewing the materials, the reviewers may call on the student to provide a presentation of the information, or may ask the student to respond to questions (in writing) if clarification is needed. The reviewers will decide to a) accept or b) deny the application. This decision is final and cannot be appealed.

## 27. PROBLEM RESOLUTION

### Background:

The purpose of this policy is to facilitate decision making to resolve difficulties or concerns that have arisen within the practicum placement that do not necessarily involve misconduct, as described in Policy 23. Concerns may be identified based on numerous criteria, which are not limited to the policies outlined herein. Students are advised to pay particular attention to the following policies which describe academic and professional standards that apply to their conduct while enrolled in the graduate program:

- Policy 1: Academic and Non-academic Codes of Conduct
- Policy 23: Performance Evaluation
- Policy 25: Plagiarism
- Policy 31: Professional Standards

Taken together, Policy 28 (Problem Resolution), Policy 23 (Performance Evaluation), and Policy 26 (Practicum Termination) reflect a step-wise approach to problem resolution within practicum rotations and the graduate program.

### *Policy:*

Problems or concerns impacting the practicum placement must be identified early and dealt with immediately via an appropriate process by the practicum preceptor and the student in consultation with the Practicum Coordinators (as needed).

### *Procedures:*

Problems or concerns in the practicum placement are to be addressed according to the following methodology:

Step 1: Sharing of the concern by the student or practicum preceptor with the other.

Step 2: The concern is documented and signed by both parties.

Step 3: The student and the practicum preceptor discuss the concern.

3a. If the student and the practicum preceptor agree on a strategy for resolving the concern, they will document and implement the plan to resolve the problem. They will schedule a follow up discussion to assess the success of the resolution strategy and determine whether or not further action is needed.

3b. The Practicum Coordinator should be contacted if:

1. Further guidance or action is needed;
2. The practicum preceptor and the student do not agree on a means to resolve a problem;
3. The problem is not resolvable;
4. The problem recurs

Step 4: In the event that a concern cannot be mutually and collegially resolved by the student, practicum preceptor and Practicum Coordinator, the Graduate Program Director must be contacted and consulted.

Step 5: In the event that a concern cannot be resolved by the involved individuals and depending on the nature of the concern, the organization offering the practicum placement and the graduate program have the right to require the student to withdraw from the specific practicum placement, and potentially, the practicum option. Please see Policy 26 for further information.

## **28. PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

Background:

Seminars, conferences, and in-services may be offered throughout the practicum placement. Attendance at relevant sessions may be approved by the practicum preceptor if it is not disruptive to the students placement schedule. Toronto Metropolitan University does not provide funding or reimbursement in support of students' attendance at such events.

Students are strongly encouraged to be DC qualifying members, to participate in DC local events, such Nutrition Month, and DC continuing education opportunities, and to be active members of DC after graduation.

Policy:

Students must obtain permission from the practicum preceptor and Practicum Coordinator to attend professional development or continuing education events during working hours and make arrangements to make up missed time.

Procedures:

After consideration of practicum goals and objectives, and after consultation with (and obtaining permission from) the practicum preceptor and Practicum Coordinator, the student may decide to attend a professional development event during working hours.

The student must make arrangements to make up missed time at the suggestion of the practicum preceptor. Unless other arrangements are made with the practicum preceptor, all costs of students' attendance at professional development opportunities are paid by the student.

Some seminars, classes, and workshops may be scheduled as part of the practicum placement. Attendance is required unless prior approval to be absent has been granted and plans to make up the missed content approved by the Practicum Coordinator or the practicum preceptor.

## **29. PROFESSIONAL LIABILITY**

Policy:

The University will, at its own expense during the currency of the Placement Agreement with the placement institution, Professional Liability insurance containing at least \$5,000,000.00 limit of coverage for Students fulfilling the unpaid placement and services connected with the Agreement. Evidence of insurance coverage shall be provided upon request of the placement institution.

## **30. PROFESSIONAL STANDARDS**

*Policy:*

Students are required to read and familiarize themselves with:

- Professional Standards, Policies and Guidelines, and Legislation governing dietetic practice in Ontario (College of Dietitians of Ontario)  
<https://www.collegeofdietitians.org/programs/practice-advisory-program/standards-guidelines.aspx>
- Code of Ethics  
<https://www.collegeofdietitians.org/programs/practice-advisory-program/standards-guidelines.aspx>
- Scope of Practice and Controlled Acts  
<https://www.collegeofdietitians.org/programs/practice-advisory-program/professional-practice-resources/scope-of-practice.aspx>
- Mandatory Reporting  
<https://www.collegeofdietitians.org/programs/complaints-discipline/mandatory-reports.aspx>
- Confidentiality and Privacy regulations from CDO, DC, and the University

*Procedures:*

1. Students will utilize these policies, guidelines and regulations to guide their actions throughout their studies in the graduate program, including the practicum courses.

## **31. RECRUITMENT OF PRACTICUM STUDENTS**

*Policy:*

- Program materials (online and offline) at Toronto Metropolitan University and PMDIP program partners' will accurately and completely reflect the admissions requirements and procedures and provide details of the program philosophy, academic goals, and curriculum, including the external practicum experiences.
- The Practicum Coordinators will participate in information events to disseminate information to interested potential applicants.

*Procedures:*

Program marketing and promotional materials and website (<https://www.torontomu.ca/nutrition/graduate/>) will describe the practicum option in detail.

## **32. RETENTION OF RECORDS**

*Policy:*

- For those who successfully graduate from the program, key documents from the application package (transcripts and signed Confirmation of Completion of Academic Program form) and the final evaluation will be kept for a five-year period. Major placement evaluations will be kept for 2 years, in the event that Toronto Metropolitan is contacted by a potential employer and be asked for specifics related to abilities within a practice area

context (i.e. clinical practice). Thereafter, only a list of those who graduated and year of graduation will be retained, indefinitely.

- For those who do not successfully graduate from the program (terminated or withdrew), the application package, all evaluations, and any additional correspondence related to performance will be kept for a five-year period. Thereafter, only correspondence related to the termination will be retained, indefinitely. These names will be added to a master list (permanent record) to state name of student, year and indicate either withdrawal or terminated.

### **33. RETURN OF PROPERTY AT THE TIME OF PROGRAM COMPLETION**

*Policy:*

Students must return all property belonging to the graduate program staff, faculty and to their respective placement organizations at the time of completing the practicum and graduate program.

*Procedure:*

Students will return all property to respective placement organizations by their last day of completing their practicum placement.

Students will return all property to graduate program staff & faculty within 30 days of completing their practicum.

### **34. SELECTION OF PRACTICUM STUDENTS**

*Policy:*

Practicum option and PMDip students will be selected based on assessment by the appropriate admissions committee, which may include member(s) from our partner agencies.

*Procedure:*

- Complete applications that meet the academic requirements will be reviewed by the appropriate graduate program admissions committee members and partner organization members and scored based on assessment of required elements.
- Applicants whose scores exceed a to-be-determined value will be invited to attend structured interviews. Interview performance will be assessed using a criteria-based scoring system. General details of the interview process will be provided to applicants who are invited for an interview.
- The interview protocol and questions will be developed in consultation with our admissions committee and our partner organizations.
- The admissions committee and partner organization members will calculate an overall score for each interviewed applicant.
- Offers of admission, conditional on successful completion of undergraduate studies and any other relevant criteria, will be sent to applicants whose scores meet or exceed a yet-to-be determined score.

## 35. STUDENT SERVICES

Students have access to services to support their professional and personal development and are encouraged to access resources as needed.

- Student Learning Support:  
<https://www.torontomu.ca/student-life-and-learning/learning-support/>
- Centre for Student Development and Counselling:  
<https://www.torontomu.ca/student-wellbeing/counselling/>
- Student Career Centre:  
<https://www.torontomu.ca/career-coop-student-success/career-coop/>
- Library Support: <http://library.torontomu.ca/guides/>
- Discrimination and Harassment Prevention Services:  
<https://www.torontomu.ca/policies/policy-list/dhp-policy/>

## 36. TIME TO COMPLETION

**The time to completion policy for MHSc and PMDip Dietetics students' varies, as per each approved program proposal. See the appropriate policy below.**

### **For MHSc Program Students:**

Maximum time to completion: Students in a full-time Master's program have a maximum of three years from initial registration to completion.

#### Extension of time to Completion

Under extenuating circumstances, students may petition the Graduate Program Director for a one-term extension of the time to completion for the program. A petition for an extension of more than one term or a second petition must be submitted to the Dean of Graduate Studies. If a student does not submit a petition for extension by the last date to add a course for the term, or if the petition is not approved, the student will be withdrawn by the program. Subsequently, if the student wishes to return to the program, he/she must reapply. Readmission is not guaranteed, and may be subject to conditions such as course or other academic work in addition to the normal curriculum. A student who reapplies and has worked on, or completed their major research paper, project, or any other academic work, during the cancelled period will be required to enrol for at least one additional semester, and will be required to pay fees for the period of non-enrolment.

### **For PMDip DIETETICS Program Students:**

Maximum time to completion: Students in the full-time PMDip Dietetics program have a maximum of two years from initial registration to completion. Students are required to pay fees from initial program enrolment until graduation or official withdrawal

#### Extension of Time to Completion

Under extenuating circumstances, students may petition the Graduate Program Director for a one term extension of the time to completion for the program. The Graduate Program Director will make the final decision. A petition for an extension of more than one term or a second petition must be submitted to the Dean of Graduate Studies.



## **37. TRANSPORTATION**

### **Policy:**

A minimum of \$1,000,000 public liability and property damage insurance must be carried on a motor vehicle used in the course of the practicum. Proof of such insurance must be shown to the practicum preceptor upon request. This does not apply to a vehicle used by the student for personal use during the practicum; only to vehicles used for the purposes of the practicum.

### **Procedure:**

The student may be required to operate an automobile during the course of the practicum. The practicum agency may reimburse the student for business mileage and parking costs; reimbursement policies and rates will vary with the agency. The student shall confirm reimbursement policies and procedures with the practicum preceptor prior to incurring the expense. Some affiliating agencies may not reimburse such costs.

## **38. VACATION**

### **Policy:**

All Toronto Metropolitan University students are entitled to time off on dates when the University is closed for statutory holidays and the December break period. Any additional days off observed by the partnering organizations will be communicated to the students by the Practicum Coordinators.

### **Procedure:**

PMDip and MHSc students are entitled to 4 days off in lieu of each of TMU's fall and winter reading weeks, although the dates of these breaks do not have to coincide directly with the dates observed at Toronto Metropolitan University. It is expected that these breaks will be scheduled in between rotations to facilitate students' travel and preparation for subsequent rotations. Consult the Practicum Coordinators for details. Students will not be able to request specific vacation days and should not plan to be away unless approved by the Practicum Coordinator - See policy 7.

## **39. WITHDRAWAL FROM THE PRACTICUM BY STUDENT**

### **Policy:**

A student, who voluntarily withdraws from the practicum, may be considered to have withdrawn from the graduate program. A student, who withdraws from the program and wishes to be reinstated in the program, must re-apply to re-start the program, but re-acceptance is not guaranteed. Refund of program fees (when program fees are in effect) upon withdrawal from the practicum will follow the policies and procedures of Toronto Metropolitan University. Continuous enrollment is a requirement of TMU's graduate programs.

A student who finds it necessary to discontinue in their program, must officially withdraw from the program. If a student withdraws and subsequently wishes to return to the program, he/she must reapply through the Graduate Admissions Office. Readmission is not guaranteed, and may be subject to conditions such as course or other academic work in addition to the normal curriculum.

Procedures:

Students considering withdrawing from the Program should consult with the Practicum Coordinators and Graduate Program Director for counselling to determine if this action is necessary.

If a student still wishes to withdraw, the student will submit a formal letter to the Graduate Program Director, copied to the practicum coordinators, stating withdrawal from the program.

It is the student's responsibility to be aware of, and to follow, the policies and procedures of Toronto Metropolitan University for withdrawal from an academic course (and implications thereof).

Should the student fail to follow the appropriate withdrawal, procedures, his/her final grade in the practicum course will be "Fail".

#### **40. WITHDRAWAL OF ORGANIZATION SERVICES**

Policy

In the event of any disaster, labour/management dispute, or any other unexpected event that disrupts the student's practicum placement schedule, the practicum instructor will attempt to find an alternative arrangement for the student to complete program requirements, with the goal being to ensure as little time loss for the student as possible. However, if it is not possible to find a timely alternative, Toronto Metropolitan University will not be liable for any damages or losses whatsoever suffered by the student.

## Appendix A

### LETTER OF AUTHORIZATION TO REPRESENT PLACEMENT EMPLOYER

This section is to be completed by the Training Agency (Toronto Metropolitan University)

Please be advised that the following Training Agency will serve as the Employer's representative in matters pertaining to this work related injury.

Training Agency: TORONTO  
METROPOLITAN UNIVERSITY  
Address: 350 Victoria Street  
City, Province: Toronto, Ontario  
Postal Code: M5B 2K3

Toronto Metropolitan University Placement Coordinator Name: \_\_\_\_\_

Toronto Metropolitan University Placement Coordinator Telephone Number: \_\_\_\_\_

This section to be completed by the Placement Employer (Placement Agency)

\_\_\_\_\_, unpaid training participant is claiming that he/she  
(Placement Student Name)

suffered a work related injury on \_\_\_\_\_ while on work placement with our  
(Date)  
company.

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_

\_\_\_\_\_  
Placement Employer's Authorization Signature

\_\_\_\_\_  
Date

February 2014