

ORIENTATION AND COMPLEMENTARY EDUCATION - DIETETIC PRACTICUM PROGRAM (DPP)

Approval Authority: DPP Committee, Manager, Dietetics

Established On: 2007 09 04

Category: Health Sciences

1.0 POLICY STATEMENT

- 1.1 Dietetic Learners are required to participate in all orientation activities scheduled by the Manager, Dietetics and Dietetic Practicum Lead (DPL).
- 1.2 The dietetic internship program will begin with a 2-week orientation and complementary education.

2.0 SCOPE

This policy applies to dietetic learners in the DPP.

3.0 POLICY PROCEDURES

- 3.1 The Manager, Dietetics is responsible for ensuring that all learning materials and evaluation forms required by the dietetic learners are reviewed for any indicated revisions prior to Orientation/Complementary Education.
- 3.2 The Manager, Dietetics/DPL is responsible for developing, at least, a 4-month schedule of placements for the dietetic learners, in consultation with preceptors.
- 3.3 During Orientation/Complementary Education Session, the Manager, Dietetics will provide each learner with:
 - 3.3.1 a schedule of planned activities for Orientation/Complementary Education Session
 - 3.3.2 a copy of the document 'Integrated Competencies for Dietetic Education and Practice', and a learning opportunity that explores how the competencies drive the DPP curriculum and assessment methods
 - 3.3.3 access to, and a review, of all policies and procedures relevant to the program
 - 3.3.4 experiential learning experiences that enable the learner to access learning materials, supporting documents and tools, and the relevant assessment forms required for their practica, practice-based projects, and academic sessions
- 3.4 During Orientation/Complementary Education Session, all dietetic learners will be provided with a NOSM University photo ID badge.

4.0 ROLES AND RESPONSIBILITIES

The DPP Committee is responsible for the review and approval of this policy. The Manager, Dietetics is responsible for the oversight, execution, and revision of this policy and its procedures.

5.0 INTERPRETATION

Questions of interpretation or application of this policy or its procedures will be referred to the Manager, Dietetics.

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: DPP Committee
- b. Responsible Officer: Manager, Dietetics
- c. Procedural Authority: DPP Committee
- d. Procedural Officer: Manager, Dietetics

Review and Revision History

Review Period: 2 years or as required

Date for Next Review: 2026 08 01

Date	Action
2007 09 04	First version
2016 08 22	Minor edits
2018 08 01	New template, minor edits
2021 08 13	Health Sciences & Interprofessional Education Committee dissolved June 2021. DPP Committee now responsible.
2022 10 12	New template
2023 09 04	Minor edits including addition of the DPL role
2024 08 06	Program and manager titles changes throughout