



**Acadia's Dietetic Practicum Program in partnership with the
Western Zone of the
Nova Scotia Health Authority**

Letter of Agreement with Preceptor

I _____ (Preceptor) confirm acceptance of
_____ (Dietetic Practicum Student) for a practical learning experience,
effective _____ to _____ (Day/Month/Year).

1. It is understood that in providing practical experience for the above Dietetic Practicum Student, the above-named Preceptor shall:

- a) Retain overall responsibility for activities involving patients, clients, employees and operations.
- b) Ensure appropriate and sufficient learning activities are provided to the Dietetic Practicum Student that will meet the performance objectives agreed upon.
- c) Be responsible for evaluating the Dietetic Practicum Student's performance based upon achievement of competencies and corresponding performance objectives.
- d) Provide constructive feedback in a timely manner to the Dietetic Practicum Student regarding assignments and performance.
- e) Communicate with the Dietetic Practicum Director regarding the student's progress as needed throughout the placement and upon completion of the placement.
- f) Report any concerns or problems encountered with the Dietetic Practicum Student to the Dietetic Practicum Coordinator.
- g) Have the right to intervene in those instances where the Dietetic Practicum Student may be functioning in a manner considered by the Preceptor to be potentially dangerous to the well-being of patients, clients and employees; contrary to the preceptor organizations' rules and regulations.
- h) Orient the Dietetic Practicum Student to the organization and to inform relevant staff of Dietetic Practicum Student's activities and requirements.
- i) Provide an appropriate level of supervision to the Dietetic Practicum Student giving the student increasing independence as competencies are achieved.
- j) Be familiar with the mandate and policies and procedures of the Acadia Dietetic Practicum Program.

k) Be familiar with the Nova Scotia College of Dietitians and Nutritionists Standards of Practice (2020), Principles of Professional Practice (Dietitians of Canada, 2012) and the Nova Scotia College of Dietitians and Nutritionists Code of Ethics.

l) Support the Dietetic Practicum Director in ensuring students are adhering to policies and standards for the program and dietetic profession.

m) Provide the Dietetic Practicum Student with emergency treatment in the event of sudden illness or injury occurring during the hours of learning experiences at the placement site.

2. The Dietetic Practicum Student shall:

a) Adhere to relevant policies, procedures and regulations associated with Acadia University, the Acadia Dietetic Practicum Program and placement organization.

b) Review all required documentation for tracking competency development and evaluation with the preceptor at the beginning of the placement.

c) Provide the preceptor and Dietetic Practicum Director with an up-to -date version of the Learning/Attestation Log at the beginning of the placement.

d) Strictly respect confidentiality related to affiliation organization information, both written and unwritten, to which he/she may have access.

e) Achieve performance objectives and required competencies, within time frames agreed upon with Preceptor.

f) Be under the supervision of the Preceptor while participating in learning experiences at the placement organization.

g) Exercise care and consideration in the use of facilities and resources.

h) Follow professional standards, principles of practice and code of ethics as outlined in the Dietetic Practicum Program Policies and Procedures.

i) Be self-directed in setting learning objectives, developing a learning plan, implementing the plan and evaluating personal learning.

j) Communicate with the Preceptor and Dietetic Practicum Coordinator on a regular basis in an open and respectful manner.

k) Complete self-evaluations if requested by the preceptor and Dietetic Practicum Coordinator.

l) Submit required documentation within expected timeframes to the Dietetic Practicum Coordinator.

m) Maintain an accurate attendance record and report any absence to the preceptor(s), site coordinator and Dietetic Practicum Coordinator.

n) Maintain a learning portfolio throughout the practicum program that provides evidence of competency achievement and any professional development, activities, e.g., evaluation forms, the learning/attestation log, assignments, professional development activities, presentations.

3. The Dietetic Practicum Director shall:

a) Retain overall responsibility for ensuring academic and program standards are maintained throughout the Dietetic Practicum Program.

b) Provide the Preceptor and Dietetic Practicum Student with up-to-date program materials, learning guides, policies, procedures and appropriate information/resources related to the Dietetic Practicum Program.

c) Discuss with Preceptor activities that will enable Dietetic Practicum Student to meet performance objectives and required competencies.

d) Monitor the student's progress throughout each placement through regular communication with the Dietetic Practicum Student and Preceptor.

Amendments to this agreement shall be made in writing and signed by parties representing the placement organization and Acadia University.

_____ PRECEPTOR	_____ DATE
_____ DIETETIC PRACTICUM STUDENT	_____ DATE
_____ DIETETIC PRACTICUM CORDINATOR	_____ DATE

The student will email a scanned copy of the signed Preceptor Agreement to the Dietetic Practicum Coordinator and preceptor(s) within 48 hours of the start of the placement.