

PERFORM Operating Document

Nutrition and Dietetic Internship and Volunteering at PERFORM

PC-POD-NS-009-v03

Revision History

Version	Reason for Revision	Date
03	Reviewed and updated every two years Created a more consolidated version	January/17/2020

I. Introduction

The content of this PERFORM Operating Document (POD) provides guidelines for the scope of activities performed by dietetic interns and volunteers in the Nutrition Suite at PERFORM. Activities offered by the Nutrition suite include: nutrition counseling appointments, meal preparation and workshops, menu planning, and dietary intake analysis.

1.1 Becoming a Registered Dietitian

To practice as a Registered Dietitian a professional license or permit is required in Canada. In Québec, the professional licensing body is the *Ordre professionnel des diététistes du Québec* (OPDQ). In Québec, a dietitian may be referred to by the following titles: Professional Dietitian (P.Dt.), or Nutritionist, both titles are reserved by the Québec *Code des professions*.

A Registered Dietitian (RD) holds a four-year bachelor degree of science (B.Sc.) and completes a dietetic internship for RD credentialing. This internship can be

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completed within the bachelor of science (B.Sc.) or masters of science (M.Sc.) degree; or as a completely separate program. In Canada and the United States, a large proportion of internships are offered as a separate program after completion of a B.Sc. There is also the option to complete an integrated internship concurrently with a B.Sc. or M.Sc. degree; in Québec both McGill and l'Université de Montréal offer the internship in this format. For the integrated internship there are four different levels to complete over the course of the degree. PERFORM currently collaborates with McGill University School of Dietetics and Human Nutrition and receives undergraduate students from levels two (first and second-year undergrad) and four (final year of undergrad), as well as graduate students completing a RD credentialing diploma. Rotation durations range from three to seven weeks.

2. Structure of the Dietetic Internship

2.1 An approach based on competencies

The dietetic internship activities are determined by competencies necessary to practice as a Registered Dietitian. The Practice Competencies (PCs), Performance Indicators and Foundational Knowledge statements outlined for the dietetic internship are defined nationally by *Partnership for Dietetic Education and Practice (PDEP)*. Practice competencies are organized within a framework consisting of five broad areas of practice. These are:

1. Professional Practice
2. Communication and Collaboration
3. Nutrition Care
4. Population and Public Health
5. Management

At PERFORM, dietetic students typically complete Clinical nutrition, Community and Food Service rotations that allow for activities across the five areas of practice. The PERFORM Centre offers the opportunity to complete a combined rotation with possibilities of some activities that meet performance indicators for each type of rotation. Students are evaluated for performance indicators on a five-point scale based on the Integrated Competencies for Dietetic Education and Practice (ICDEP 2013, PDEP). Evaluation forms are based on the above and are developed and supplied by the McGill University Dietetic Stage Clinical Coordinator assigned to PERFORM.

2.2 Orientation and Access

Dietetic interns are assigned by their University Dietetic Stage Clinical Coordinator assigned to PERFORM. He/she communicates with the Nutrition Suite Supervisor the names, levels and email addresses of students prior to the Fall, Winter and Spring/Summer semesters.

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The Nutrition Suite Supervisor creates a profile for each dietetic intern using the PERFORM Centres online BookR, under “My Team”. The dietetic intern’s email and current university (i.e. McGill or other) student identification number are requested and used for the profile. This process allows for access to the online compliance documentation (SOP’s and POD’s). A description of internship activities at PERFORM, as well as a list of the required SOP’s and POD’s to read and sign are sent to each intern by the Nutrition Suite Supervisor. During their initial week, interns complete an orientation to the Nutrition Suite and a general orientation session with the Research Operations Advisor. Dietetic interns read and sign off on the Nutrition Suite and General Administration documentation online. Once the orientation sessions and compliance documentation are complete, physical access is granted to necessary platforms during the internship. The dietetic intern receives a swipe access card and key for access.

2.3 Activities

Dietetic interns assist with nutrition counseling, meal preparation workshops, group education, health promotion, literature review for projects and protocols, dietary intake data entry, and developing materials to use in PERFORM’s Nutrition Suite and other platforms (i.e. pamphlets on various topics for the Athletic therapy clinic, or specific to the needs of a project). An outline of possible involvement, work hours and daily schedule is sent to each dietetic intern prior to the rotation at PERFORM.

For scheduled activities, Outlook calendar invites are sent by the Nutrition Suite Supervisor to the dietetic intern to confirm appointments, meetings, and other activities.

For one-on-one appointments, confidentiality is paramount. Dietetic interns are not copied on email communication with participants.

2.4 Resources provided

While dietetic interns are present at PERFORM they have access to the following resources:

- Laptop computer: stored in the Teaching Kitchen office (SI.224), locked in the bottom drawer of the filing cabinet nightly
- Temporary Netname: pcnutri for using the laptop, password given by the Nutrition Suite Supervisor during the rotation
- Nutrition Suite Share: shared folder on PERFORM network
- Fridge & kitchen use: dietetic interns are welcome to bring their lunch and make use of the kitchen microwave for reheating and dishes and utensils, as needed.
- Eating in the Teaching Kitchen:
 - o Tree nuts and peanuts are avoided in the Teaching Kitchen, as cross-contamination would jeopardize the safety of some of our participants.

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- Interns are asked to avoid bringing these foods into the Teaching Kitchen.
- Tea is provided by the Nutrition Suite Supervisor for interns and volunteers; this is kept separate from food and beverage supplies used for PERFORM participants.
 - Interns are asked to prepare and eat breakfast as much as possible before coming to work and not upon arrival in the Teaching Kitchen.
 - Lunch break is honored.

2.5 Evaluation of Dietetic interns

There are two evaluations completed during the rotation: a mid-way and final. Times for these evaluations are scheduled and booked in the Outlook calendar with the dietetic intern. The mid-way evaluation is initially a self-evaluation completed by the intern and discussed together with the Nutrition Suite Supervisor. Both submit comments and sign the form; a dated electronic copy is saved for reference by the Nutrition Suite Supervisor. The final evaluation builds on the mid-way evaluation and is completed by the Nutrition Suite Supervisor, both the dietetic intern and Supervisor sign the form. A dated electronic copy is saved for reference by the Nutrition Suite Supervisor and sent to the dietetic intern. An original hard copy is sent to the University Dietetic Stage Clinical Coordinator assigned to PERFORM.

2.6 Feedback from the PERFORM Dietetic internship rotation

An online feedback questionnaire is sent to the dietetic intern upon completion of the internship by the PERFORM Assistant Director, Education and Community Engagement. This allows for continued tweaking of activities to ensure an optimal learning experience.

2.7 Additional references

- Partnership for Dietetic Education and Practice ([PDEP](#)), Integrated Competencies for Dietetic Education and Practice (2013)
- *Ordre professionnel des diététistes du Québec (OPDQ)*, [Devenir diététiste/nutritionniste, Deux titres, une profession](#)

3. Other Educational opportunities in the Nutrition Suite

Students from a variety of disciplines are invited to participate in a learning experience in the Nutrition Suite. Contact is usually made with the PERFORM Assistant Director, Education and Community Engagement. A volunteer internship project is also available for students who want to have more sustained involvement. Participation time is logged for these individuals and used for reference letters if requested.