Field Placement Information

Purpose of Field Placement

The 10 day (75 hour) Field placement is a required component of this course and must be completed prior to your course end date. The field placement is an integral part of the program and designed to give you the opportunity to practice your new skills in a healthcare environment, and to understand the professional environment in which you will be working.

Practical experiences reinforce learning through hands-on experience and provide an opportunity to develop and improve students’ skills with the educational component.

Your field placement supervisor will evaluate you on your performance. The requirements and activities for field placements are based on the learning objectives of the course curriculum and are therefore different for each field placement.

The Field placements are distributed as follows:

- Course 1: Food Service Systems Management
  Practical Field Placement (75 hours) – Supervised by a Food Service Manager or Dietitian

- Course 2: Human Resources Management and Communications
  Practical Field Placement (75 hours) – Supervised by a Food Service Manager or Dietitian

- Course 3: Business Management, Marketing and Promotion
  Practical Field Placement (75 hours) – Supervised by a Food Service Manager or Dietitian

- Course 4: Nutrition and Healthy Living
  No Field placement Required

- Course 5: Clinical Nutrition
  Practical Nutrition Placement (75 hours) – Supervised by a Dietitian

- Course 6: Quality Management
  Practical Field Placement (75 hours) – Supervised by a Food Service Manager or Dietitian
Arranging your Field Placement

Proof you have arranged a field placement site for your first 75-hour practical field placement with full support of the food service director or administrator of the facility where you will be completing your field placement. Complete and submit the Student Support Agreement.

Compensation

- It is required that all placement sessions be **unpaid**.
- Students are responsible for making their own arrangements with the placement site and with their employer for time off to complete the required hours.

Where can I complete my Field Placement?

- The field placement must take place in a healthcare food service department or institutional food service setting (e.g. long-term care, acute care, residential care facility, correctional facility).
- If you are currently working in healthcare food service, you may complete your field placement at your workplace. However, you must have the support of your organization and a dedicated supervisor for your field placement. (Note: It is recommended that at least one of the five placements required for the program is completed outside of your workplace).

Who can supervise my Field Placement?

- Field placements must be supervised by a food service manager (CSNM Member or a recognized food service executive) or registered dietitian. The Practical Nutrition Placement must be supervised by a registered dietitian.
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Students and supervisors will be provided with a guide at the beginning of each course which details the learning expectations for the course field placement. Students and supervisors will work cooperatively to outline a schedule of activities and ensure the learning objectives of the field placement are met.

Students are also required to complete and submit a project for each field placement. Supervisors will receive a copy of the project instructions and will be required to provide guidance to the student as he/she completes the project. The supervisor will be responsible for grading this assignment.

In addition to the required learning activities and project deliverables, the student must also complete and submit the following documents for each field placement session:

- **Confirmation of Compliance with Site Requirements**: The student will review with the field placement facility the requirements, policies, and procedures, including any requirements for proof of vaccination, police record check, and other required documentation. Students are responsible for conducting themselves in a manner consistent with the expectations of both CHA Learning and the field placement site.
- **Specific Placement Site Requirements**: If you are completing a field placement at a site included on our Specific Placement Site Requirements List, you will be required to submit additional documentation to comply with your field placement site’s requirements regarding immunization status (a health review form) and police record check.
- **Confidentiality Agreement form**: The student will complete and submit this form provided by CHA Learning indicating that they will maintain confidentiality, privacy, and security of patient information.
- **Evaluation Forms**: The field placement supervisor and the student will both evaluate the student’s professional conduct and performance in completing the stated learning activities and workbook.
Insurance

In some facilities, students are required to have Workplace Safety/ Workers’ Compensation (WSIB/WCB) coverage in order to secure placements. Some organizations cover learners under their policies. CHA Learning is only able to provide coverage for students in Ontario, Alberta and British Columbia. If you are outside these provinces and the organization supporting your field placements requires insurance, please contact the Coordinator of Student Relations.

Meanwhile, CHA Learning strongly encourages students to purchase personal disability and/or critical injury insurance from your own personal insurance provider.

Please note CHA Learning has comprehensive liability insurance. If the facility would like a copy of the liability insurance certificate, please ask them to contact your CHA Coordinator of Student Relations.