Field Placement Information

Purpose of Field Placement

Field placements are a required component of this program and must be completed prior to each course end date. The field placements are an integral part of the program. They are 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.

Placement 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 each course curriculum and are therefore different for each field placement.

The field placements are distributed as follows:

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

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

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

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

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

- Course 6: Quality Management
  Field Placement (75 hours) – Supervised by a Food Service Manager or 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 they complete the project. The supervisor will be responsible for grading this assignment.

Field Placement Clearance Information

Students must complete and submit the following documents before beginning their first field placement. These documents are a requirement for all students and will be collected through a reputable and verified external agency that works with Algonquin College. There will be a $50.00 fee associated with this service (plus any costs associated with gathering documentation). More information on how to submit these documents will be provided upon acceptance.

1. **Police Record Check and Proof of Immunization**: Students will be required to submit proof of immunization and a police record check before they may begin any field placements. Please do not acquire records and/or updated immunizations prior to acceptance and instructions from CHA Learning.

2. **Compliance with Site Requirements Form**: Students will complete and submit this form indicating that they are responsible for conducting themselves in a manner consistent with the expectations of both CHA Learning and the field placement site.

3. **Confidentiality Agreement Form**: Students will complete and submit this form indicating that they will maintain confidentiality, privacy, and security of patient information.

In addition to what is mentioned above, students may be required to submit additional documentation to CHA Learning to meet the requirements of specific placement organizations. CHA Learning will notify students of these requirements upon acceptance to the program.

Arranging your Field Placement

Applicants must provide proof you have arranged a field placement site for your first 75-hour practical field placement with the full support of the food service director or administrator of the
facility where you will be completing your field placement. To provide this proof, complete and submit the Student Support Agreement with your application.

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. It is recommended (but not required) 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 current CSNM Member or a registered dietitian. The course 5 (Clinical Nutrition) placement must be supervised by a registered dietitian.

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

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 Learning Program Coordinator.