

**Application and Renewal Procedures
for
ASSOCIATE MEMBERSHIP
YEATES SCHOOL OF GRADUATE STUDIES
for the
School of Nutrition**

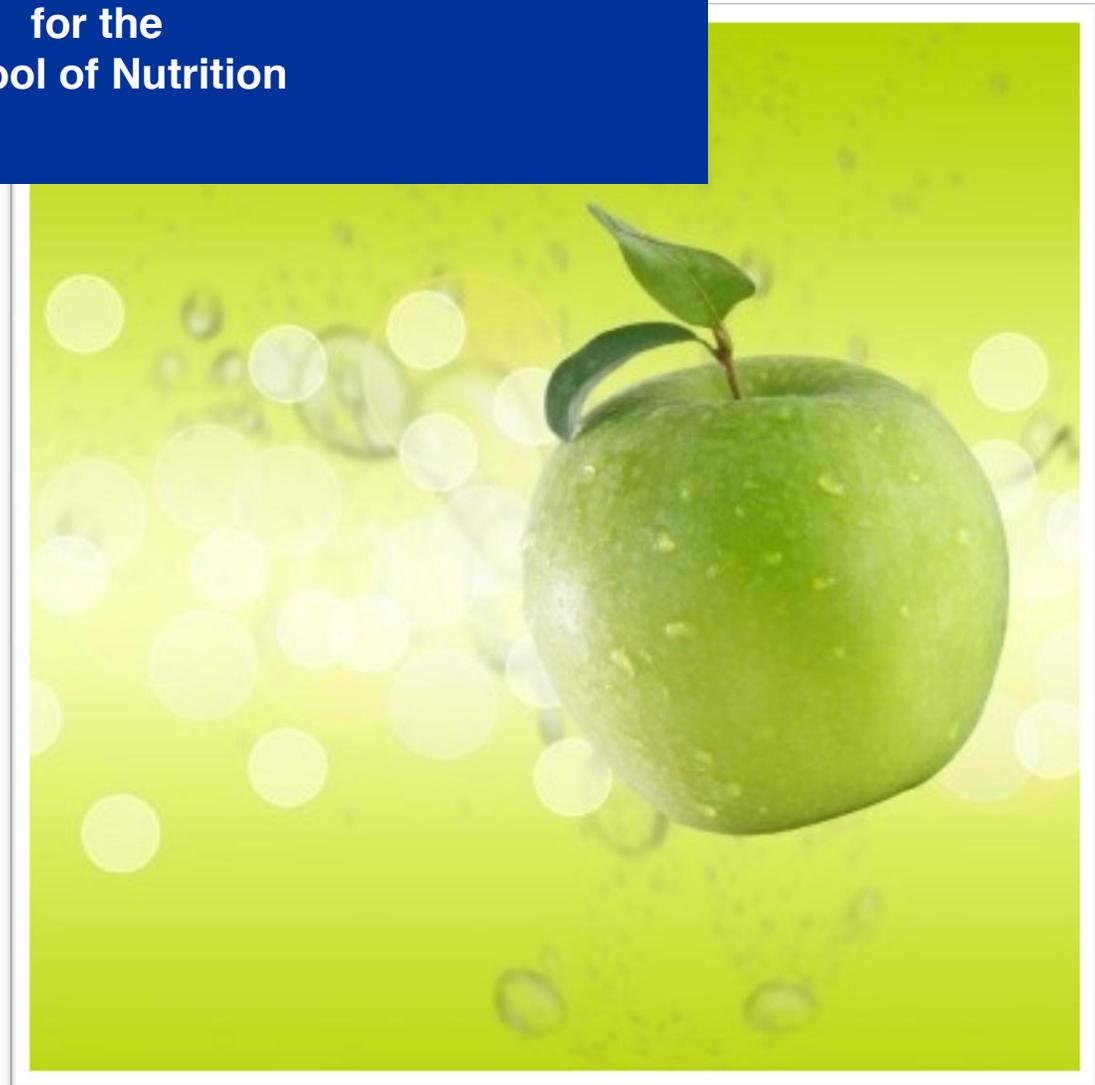


Table of Contents

What is precepting? 2

What is an ‘Associate Member, YSGS’? 2

Who can apply for Associate Member, YSGS?..... 2

What are the benefits of becoming an Associate Member YSGS?..... 2

Application requirements..... 3

How to apply 4

Length of appointment..... 4

Termination of appointments 5

How to apply to renew your Associate Member YSGS appointment..... 5

Application Checklist..... 7

Preceptoring Self-Assessment Tool 8

3-year Professional Development Plan for Preceptoring 10

What is precepting?

To precept is to teach or instruct someone else for the purpose of training her/him.¹ In the case of dietetic practical training, the preceptor instructs, observes, and assesses students as they demonstrate their competence with respect to the Integrated Competencies for Dietetic Education and Practice (ICDEPs). Dietetic practical training occurs within a specified time period and uses standardized evaluation practices.

In contrast, a mentor is a more experienced person who enters into a relationship with a less experienced person for the purpose of guiding or advising her/him.¹ Mentoring takes many forms and may or may not be: training-, discipline-, or activity-specific; time-limited; involve formal arrangements, instruction, observation, or assessment.

What is an 'Associate Member, YSGS'?

Associate Members, Yeates School of Graduate Studies (YSGS), are persons who make significant contributions to the School of Nutrition and Ryerson University through precepting or supervising our students in dietetic practical training placements, participating in Scholarly, Research and Creative (SRC) projects, or other intellectual activity at the University, or a combination of these activities.

Who can apply for Associate Member, YSGS?

We recognize and value the fact that our preceptors participate in dietetic training through affiliations with many other programs. ***Applications for Associate Member, YSGS, status through Ryerson University's School of Nutrition, must relate exclusively to activities undertaken as a preceptor with Ryerson's MHSc Nutrition Communication, PMDip Dietetics, and/or internationally educated dietitian (IED) bridging program (e.g., the IDPP).***

What are the benefits of becoming an Associate Member YSGS?

Associate Members, YSGS are not remunerated by Ryerson, unless assigned formal teaching duties, in which case a separate teaching appointment will be made.

Rights and Responsibilities:

- i. The rights of Associate Members regarding supervision of graduate student major research projects are defined in the document outlining Membership in the YSGS.
- ii. Travel and other costs to and from Ryerson are responsibility of the Associate Member.
- iii. The Director, School of Nutrition, will approve the Associate Member's application for a Ryerson One-Card, for the term of the appointment.
- iv. Full use of the Ryerson library, including electronic resources and PEN, will be provided. The Ryerson One-Card is required for library access (\$20 fee for card to be paid by Associate Member). A Ryerson library card is also required see http://library.ryerson.ca/services/borrower/cards/cards_other/ "Field Instructors" for the instructions and form.
- v. Names and academic credentials of Associate Members affiliated with the School of Nutrition will be listed on the program website.

¹ Dietitians of Canada. Precepting and mentoring: Key practice points. Practice-based evidence in nutrition (PEN Pathway): 2007. Retrieved March 22, 2015 from <http://www.pennutrition.com.ezproxy.lib.ryerson.ca/KnowledgePathway.aspx?kpid=2981&pgcatid=148&pqid=2922>

- vi. Associate Members may apply, where applicable, for external research grants to support their research programs and to provide training opportunities for students. Before undertaking any research involving human subjects, the Associate Member must obtain approval of the Ryerson Research Ethics Board (REB), in accordance with Ryerson's Policy 51 "Policy on Research Involving Human Subjects" and the Canadian federal granting agencies' Tri-Council Policy Statement: "Ethical Conduct for Research Involving Humans". Projects which have undergone a Tri-Council review at the Associate Member's home institution will be eligible for an expedited review by the REB.
- vii. Associate Members are expected to acknowledge their affiliation with their sponsoring department at Ryerson in all publications and scholarly works arising from their appointment.
- viii. It is the responsibility of the Director of the department/unit/program in which the Associate Member is appointed to monitor the work of an Associate Member.
- ix. While on campus or engaged in scholarly or academic work using their association with Ryerson, it is expected that Associate Members, like other faculty members, will comply with all Ryerson policies.

Application requirements

There are two categories of applicants who can be considered for Associate Member, YSGS status through Ryerson's School of Nutrition.

1. Site-supported practicum/education coordinators for the PMDip Dietetics program: In recognition of the essential, substantive, and ongoing contributions made by officially designated site-supported practicum/education coordinators for the PMDip Dietetics program, they are automatically considered eligible to apply for Associate Member, YSGS status. The application requirements are: 1) a cover letter describing their contributions to the PMDIP Dietetics and their interest in becoming an Associate Member, YSGS, and 2) a current resume. No further documentation is required.

2. Preceptors who participate in any Ryerson School of Nutrition program that involves provision of practical training for future dietitians: (the MHSc Nutrition Communication, the PMDip Dietetics, the certificate for internationally educated dietitians) can qualify to apply for Associate Member, YSGS status using the process described below.

To qualify to apply for Associate Member, YSGS, status, a preceptor must have completed the following activities over the past three years:

- a) Precepted Ryerson students (MHSc, PMDip or IDPP/IED) for a minimum of 24 weeks
- b) Attended at least one (3 hour) preceptor education event offered through Ryerson's School of Nutrition
- c) Contributed a minimum of *12 hours* to education and training (e.g., developed case based learning resources, provided expert discussion/facilitation, guest speaker, etc.).
- d) Participated in one or more of the following:
 - i) Scholarly, Research and Creative (SRC) activities with Ryerson School of Nutrition faculty
 - ii) Program committee work (e.g., Graduate Admissions Committee, Graduate Program Council, Developing Preceptor Excellence Committee, PMDip Working Group etc.)
 - iii) Open classroom workshops in the School of Nutrition

- iv) Ryerson dietetic mentorship program

NOTES:

- Information on SRC activities and class-based workshop opportunities are available online at <http://www.ryerson.ca/graduate/nutrition/preceptor/index.html>
- Activities for which a preceptor was paid *as an employee* of Ryerson (e.g., contract teaching) cannot be included.

How to apply

1) Application process:

- a) Review the program based application requirements
- b) Submit application and curriculum vitae electronically to:
Developing Preceptor Excellence (DPE) Committee,
School of Nutrition,
c/o Amber Rebello, Program Administrator
arebello@ryerson.ca

Applications must be submitted by April 1st of each year.

- c) Based on DPE committee approval, Graduate Program Director submits application to Dean, YSGS with recommendation for approval.
- d) Dean communicates decision to applicant. Appointees must sign and return a copy of the letter indicating acceptance of the terms and conditions. Appointments are effective September 1st.

2) Application components:

- a) Completed application checklist (page 6)
- b) Copy of CDO certification to demonstrate membership in good standing (for RDs only)
- c) Copies of Certificates of Attendance at Ryerson preceptor education day(s)
- d) Copies of annual letter(s) from Ryerson documenting your precepting activities
- e) Personal cover letter detailing reasons for requesting appointment, addressed to the DPE committee (max 1 page)
- f) Statement describing i) your rationale for participating as a preceptor and ii) your professional philosophy of/approach to/principles that guide your precepting activities (max 500 words)
- g) Completed self-assessment of your precepting skills, strengths, and areas for improvement, including a 3-year professional development plan. You can use the self-assessment provided, or create your own. If relevant, a portion of your CDO Self-directed Learning Tool (SDLT) could form part of this document.
- h) Curriculum Vitae
- i) Two (2) letters of reference from Ryerson students who you have precepted within the past three years which speak to your skills and strengths as a preceptor. Students who you are currently precepting are not eligible to provide a reference.
- j) Letter of reference from a colleague who can speak to your dedication to precepting (optional)

Length of appointment

Associate Member appointments are three years in length and can be extended by letter from the Graduate Program Director to the Dean, YSGS. Appointments commence on September 1st.

The appointee or the University may terminate the appointment by written notice to the other party.

Termination of appointments

Termination of the appointment, if initiated by the University, at the request of the Graduate Program Director, will be by means of a letter from the Dean, YSGS.

How to apply to renew your Associate Member YSGS appointment

To be considered for renewal, the appointee must have demonstrated a high level of participation in, and meaningful contribution to, Ryerson's dietetic programs; participated in Scholarly, Research, or Creative work; and other intellectual activity related to program activities during his/her 3-year appointment. S/he will have participated in the following activities during her/his appointment:

- a) Precepted Ryerson students (MHSc, PMDip and/or IDPP/IED) for a minimum of 24 weeks
- b) Attended at least 1 (3 hour) preceptor education event offered through Ryerson's School of Nutrition
- c) Contributed a minimum of *12 hours* to education and training (e.g., developed case based learning resources, provided expert discussion/facilitation, guest speaker, etc.) for Ryerson programs within the past 3 years.
- d) Participated in one or more of the following:
 - i) Scholarly, Research and Creative (SRC) activities with Ryerson School of Nutrition faculty
 - ii) Program committee work (e.g., Graduate Admissions Committee, Graduate Program Council, Developing Preceptor Excellence Committee, PMDip Working Group etc.)
 - iii) Open classroom workshops in the School of Nutrition
 - iv) Ryerson dietetic mentorship program

Renewal Process:

Appointees can request renewal of Associate Member status by providing the following documents to the Developing Preceptor Excellence Committee for review:

- a) Completed application checklist
- b) Copy of CDO certification to demonstrate membership in good standing
- c) Copies of Certificates of attendance at Ryerson preceptor education day(s)
- d) Copies of annual letter(s) from Ryerson documenting your precepting activities
- e) Personal cover letter detailing reasons for requesting appointment (maximum 1 page)
- f) Review of progress with respect to the 3-year professional development plan created as part of the previous application. Completed self-assessment of your precepting skills, strengths, and areas for improvement, including a new 3-year professional development plan. You can use the self-assessment provided, or create your own. If relevant, a portion of your CDO Self-directed Learning Tool (SDLT) could form part of this document.
- g) Curriculum Vitae
- h) Letter of reference from two (2) Ryerson student who you have precepted within the past 3 years which speaks to your skills and strengths as a preceptor. Students who you are currently precepting are not eligible to provide a reference.
- i) Letter of reference from a colleague who can speak to your dedication to precepting (optional)

Created by: Developing Preceptor Excellence Committee, School of Nutrition
Approved by: J. MacTavish, Dean, YSGS June 9 2015

Date: November 2015

Application Checklist

- Copy of CDO certification to demonstrate membership in good standing (RDs only)
- Copies of Certificates of Attendance at Ryerson preceptor education day(s)
- Copies of annual letter(s) from Ryerson documenting your precepting activities
- Personal cover letter (max 1 page)
- Statement describing i) your rationale for participating as a preceptor and ii) your professional philosophy of/approach to/principles that guide your precepting activities (max 500 words)
- Completed self-assessment.
- Curriculum Vitae
- Two (2) letters of reference from Ryerson students who you have precepted within the past three years
- Letter of reference from a colleague who can speak to your dedication to precepting (optional)

Preceptoring Self-Assessment Tool

You can use this template, another one that you prefer, or create your own self-assessment tool.

- Students may perceive that a preceptor’s knowledge and expertise about preceptoring as more important than her/his clinical knowledge and skills.² What specific knowledge and skills do you bring *to the role of preceptor*?

Knowledge about preceptoring	Preceptoring skills

- A) What strategies do you use to reflect on and identify your strengths and weaknesses as a preceptor?

B) How do you implement strategies to address areas that may need improvement?

² Walker, S. & Grosjean, G. (2010). Desired skills and attributes for dietitian preceptors. Canadian Journal of Dietetic Practice and Research, 71(3), 134-138.

3. A) Students may be reluctant to provide feedback to their preceptor on his/her performance during their rotations because of the power imbalance that characterizes the preceptor/student relationship. What strategies do you use to gather feedback from students about your preceptoring strengths as well as areas that may need improvement?

B) How do you take action on this feedback?

4. Reflect on your own experiences as a dietetic learner during your practical training (internship, graduate practicum) as well as your experiences as a preceptor. What lessons/strategies for being a successful preceptor have you identified as crucial for your students' success?

5. What steps have you taken to continually improve your knowledge and skills as a preceptor?

3-year Professional Development Plan for Preceptoring

Your Name:

Your Organization:

You can follow this format, or another one that you prefer, or create your own professional development plan specifically related to preceptoring knowledge and skills.

Instructions: Reflect on the results of your self-assessment tool and identify 2-3 SMART³ goals that form the basis of your 3-year professional development plan with respect to development of your preceptoring knowledge and skills. Identify specific strategies and resources that you will use to meet these goals.

SMART Goal 1	Strategies	Resources Needed

SMART Goal 2	Strategies	Resources Needed

SMART Goal 3	Strategies	Resources Needed

³ Specific, Measurable, Attainable, Relevant, Time-Limited
Revised May 2016