

2021

Manitoba Partnership Dietetic Education Program (MPP)

APPLICATION GUIDE



Winnipeg Regional Health Authority
Office régional de la santé de Winnipeg
Caring for Health À l'écoute de notre santé



UNIVERSITY
OF MANITOBA

MANITOBA PARTNERSHIP DIETETIC
EDUCATION PROGRAM



Internship Pre-Selection Application Guide for University of Manitoba, Faculty of Agricultural and Food Sciences, Human Nutritional Sciences Students

If you have questions or concerns about the application process and requirements, please contact mppapplications@umanitoba.ca

IMPORTANT DATES:

October 15, 2021 by 4:00 pm	<i>Permission to Access Student's File Form and Confirmation of Academic Courses and Degree GPA Form and submitted to the FAFS Student Services Office (mppapplications@umanitoba.ca)</i>
October 22, 2021	Students are informed if they have met the eligibility criteria and can proceed with the full MPP Pre-Selection application submission. Grades will be reviewed by the MPP Liaison in consultation with FAFS Student Academic Advisor and will copy MPP on the decisions for grades. MPP will agree if the individual is eligible to apply.
November 8, 2021	Full applications due to mppapplications@umanitoba.ca for bulk delivery to MPP, or you can send directly (see below).
November 9, 2021	Full applications due to MPP (if not sending via Bulk Delivery). For direct submission to MPP, it can be through mail, email: NutritionandFoodServices@wrha.mb.ca , or in-person drop off. Note MPP office is open from 8:00 am to 4:00 pm Monday-Friday.
Third week in December 2021 (after the last final exam)	Applicants are notified if they have been accepted into MPP Pre-Selection Program

Revised October 2021

MPP PRE-SELECTION INTERNSHIP APPLICATION PACKAGE CHECKLIST for STUDENTS

Please complete this checklist and keep it for your records. The following items must be provided in your application package by **November 9, 2021**:

Items Required	Check <input checked="" type="checkbox"/>
Letter of Application	<input type="checkbox"/>
Resume (include contact information – current address and email and telephone number)	<input type="checkbox"/>
2 Reference Reports	<input type="checkbox"/>
Transcript (Note: MPP will request an Advisor Transcript from the University to accompany your application package)	x

You will receive confirmation that your internship application has been received by the Winnipeg Regional Health Authority, Nutrition and Food Services Administrative Assistant via your email address provided on your Confirmation of Academic Courses and Degree GPA Form.

MPP PROGRAM DESCRIPTION

The MPP is part of Winnipeg Regional Health Authority (WRHA), Nutrition and Food Services. This dietetic education program is accredited under the *Partnership for Dietetic Education and Practice* (PDEP) and prepares individuals for eligibility for registration with a provincial regulatory body. During internship, dietetic interns gain practical experience in many aspects of dietetic practice – Clinical Nutrition, Community Nutrition and Nutrition and Food Service Management. Within the MPP there is an enhanced emphasis on community-based practice, primary health care, long-term care, rural health care and Indigenous nutritional health. Practical experience is scheduled throughout the WRHA as well as in other regions in Manitoba as all dietetic interns complete nine weeks of their training outside Winnipeg.

The program offers learning opportunities to ensure dietetic interns develop skills in five areas of practice competence: Professional Practice, Communication and Collaboration, Nutrition Care, Population and Public Health and Management as outlined in *The Integrated Competencies for Dietetic Education and Practice* developed by PDEP.

We seek confident individuals with well-articulated career goals and leadership skills. Demonstrated excellent written and verbal communication skills and willingness to work collaboratively within teams is essential. The ability to learn in a self-directed environment as well as be flexible and adaptable are assets.

PROGRAM OUTLINE FOR PRE-SELECTED STUDENTS

- Orientation/Education Session - 3 weeks
- Clinical Nutrition/Nutrition Care - 12 weeks
- Community Nutrition/Population and Public Health and Primary Care - 6 weeks
- Renal, Pediatric and Population/Public Health Nutrition Group Education - 2 weeks
- Nutrition and Food Service Management - 9 weeks
- Professional Staff Experience (Clinical Nutrition/Nutrition Care) - 3 weeks
- Study Week – 1 week (Scheduled at the end of March)
- Vacation - 2 weeks (Scheduled end of December/early January)

MPP PRE-SELECTED INTERNSHIP POSITIONS

MPP will accept 20 students per year by the Pre-Selection process. Students admitted to the Faculty of Agricultural and Food Sciences, Department of Food and Human Nutritional Sciences will be eligible to apply (see the eligibility requirement section below). Students choosing this application route will submit their applications to the MPP by November 9, 2021. The students pre-selected in December 2021 will start the internship in September 2022 and end the program in June the following year.

Applying to MPP is an **option** available to HNS students, **not a requirement**.

ELIGIBILITY REQUIREMENTS FOR MPP PRE-SELECTION

1) Academics

Candidates who wish to apply **must** have the following academic profile:

- Graduated or will graduate on/between Spring 2021 and Spring 2022 from the 4-year Nutrition Option (Dietetics Preparation) program or the Second Degree (Dietetics concentration with supporting dietetics courses).
- a minimum Degree GPA (DGPA) of 3.0
- completed the following courses with a B or higher
 - HNSC 2140 Basic Principles of Human Nutrition
- at the time of application, registered in and completed/taken or be registered for the first time in the following courses (and must obtain a B or higher on completion):
 - HNSC 3310 Macronutrients & Human Health
 - HNSC 3300 Vitamins and Minerals in Human Health
 - HNSC 3220 Food and Nutrition Literacy Education
 - OR
 - HNSC 3320 Nutrition Education & Dietary Change
 - HNSC 3342 Management for Food and Nutrition Professionals
 - HNSC 3400 Nutrition Assessment and Counselling (only required for students admitted to the HNS program as of Fall 2019 and after)
 - HNSC 4320 Nutrition Management of Disease States
 - OR both
 - HNSC 4500 Clinical Nutrition I
 - HNSC 4550 Clinical Nutrition II
- For Students registered in the Dietetics Preparation Option of the Second Degree (Dietetics concentration with supporting dietetics courses) for Bachelor of Science (Human Nutritional Sciences)- in addition to meeting the requirements for the courses listed above, you have to complete the following course and a Grade of B or better is required:
 - HNSC 2130 Nutrition through the Lifecycle
 - OR
 - HNSC 2150 Composition, Functional and Nutritional Properties of Foods

Applicants must complete the **Faculty of Agricultural and Food Sciences, Permission to Access Student's File Form** (Appendix 1) and **Confirmation of Academic Courses and Degree GPA Form** (Appendix 2) and submit to the mppapplications@umanitoba.ca by October 15, 2021.

The **Confirmation of Academic Courses and Degree GPA Form** will be confirmed by the Faculty of Agricultural and Food Sciences Academic Advisor and signed by the MPP Liaison and the documents will be sent directly, along with the Advisor Transcript, to MPP for final consideration. Students will be notified by October 22, 2021 via email from MPP if they have met the eligibility criteria and can proceed with the MPP Pre-Selection application submission. If criteria are not met, the student is not eligible to apply to MPP Pre-Selection.

For all students, your degree must be completed by June of the year you start the internship.

PRE-SELECTION FORMS AND DOCUMENTS

- a) For submission to the Faculty of Agricultural and Food Sciences Student Services Office for pre-screening:
- Faculty of Agricultural and Food Sciences, Permission to Access Student's File Form (Appendix 1)
 - Confirmation of Academic Courses and Degree GPA Form (Appendix 2)
- b) Include in full application to MPP:
- Letter of application
 - Resume
 - Reference reports (Appendix 3A and 3B)
- (Note: MPP will request an Advisor Transcript from the University to accompany your application package)
- c) Submitted if the position offered:
- Acceptance Form (Appendix 4)
- d) Final official transcript to indicate completion of academic program

WHEN TO APPLY

Pre-Selection applications are due on **November 9, 2021**.

The 3 options for submission of your completed applications are:

- Mail directly to MPP (note application should arrive before or by the due date):
Winnipeg Regional Health Authority, Nutrition and Food Services
Manitoba Partnership Dietetic Education Program
345 DeBaets Street
Winnipeg, Manitoba
R2J 3V6
- OR, applications can be submitted to mppapplications@umanitoba.ca on **November 8, 2021** for bulk delivery to WRHA.
- OR, you can submit your application directly to MPP by email: NutritionandFoodServices@wrha.mb.ca, or in-person drop off. Note MPP office is open from **8:00 am to 4:00 pm Monday-Friday**.

MPP PRE-SELECTION PROCESS

Applications are scored in a consistent manner according to established ratings and criteria. The MPP Pre-Selection Committee is established annually and membership includes registered dietitians representing various areas of practice (e.g., administration, clinical, community, Regional Manager, MPP).

Applications will be scored out of a total of 100 points. Points will be awarded according to the following criteria:

Academic rating - 30	Letter of Application - 20
Reference reports - 20	Resume – 30

Two (2) MPP Pre-Selection positions are held and available to Indigenous persons who have submitted the WRHA Indigenous Voluntary Self-Declaration Form (Appendix 5) and meet minimum selection requirements. If there are more than 2 applicants who have submitted the WRHA Indigenous Voluntary Self-Declaration Form, all applicants will be scored and the top 2 applicants will be awarded the two held positions. The remainder will be ranked amongst all other applicants.

In the event there are no applications including the WRHA Indigenous Voluntary Self-Declaration Form, all applicants will be competitively ranked for the 20 positions.

HOW WILL STUDENTS BE INFORMED OF THE PRE-SELECTION COMMITTEE DECISION

You will receive notification of your acceptance or non-acceptance by email from the MPP program during the 3rd week of December.

DOES MPP REQUEST FURTHER INFORMATION BY DEGREE COMPLETION?

YES. Once a student has accepted a pre-selected position, in Spring 2022, MPP will also request an Advisor Transcript be sent from the MPP Liaison and Academic Advisor to ensure pre-selection academic requirements outlined on page 3 are met. Also, pre-selected students must have a B or higher in HNSC 4600 Research course. If the student fails to meet the academic requirements, they will not continue as a pre-selected student.

Note: Students are still required to submit a Final official transcript to MPP to indicate completion of the academic program. See page 6 for more detail.

INSTRUCTIONS FOR EACH FORM/DOCUMENT

1. Faculty of Agricultural and Food Sciences, Permission to Access Student's File Form

Complete this form and submit it to mppapplications@umanitoba.ca by October 15, 2021.

2. Confirmation of Academic Courses and Degree GPA Form

Complete this form and submit it to mppapplications@umanitoba.ca Permission to Access Student's File form by October 15, 2021.

3. Letter of Application

Your letter should describe:

- your professional goals, short and long term, and/or what type of dietetic practice you are interested in pursuing
- your reasons for choosing the Manitoba Partnership Dietetic Education Program
- your personal qualities and skills you have learned/developed through work, volunteer and other experiences you will bring to the program as a dietetic intern and/or future dietitian

The letter should be written in a business format and should not exceed one page, single-spaced in 12 font.

You need to sign the letter.

4. Resume

Your resume should be 2 -3 pages in length and in a concise manner describe your relevant:

- 1) Education
- 2) Paid and volunteer work experience

Our program values transferable skills so do not be concerned about the job title but rather the skills you acquired as a result. For instance, teamwork, communication, and customer-service skills are transferable to the dietetics profession. We are looking for individuals with experiences involving:

- a) *leadership/supervision/responsibility* (e.g., leadership or supervisory role in student or work-related activities; direct/coordinate other individuals such as a coach, team leader; responsible for keys, cashing-out)
- b) *initiative/motivation/creativity* (e.g., seek out career-related work/volunteer opportunities, volunteer and paid work spread out over the past year, balance many activities effectively)
- c) *dietetics/food service* (e.g., develop educational resources, facilitate nutrition games, complete nutrition-related literature reviews, teach cooking classes, prepare meals and snacks for group participants, work as a diet aide, cook, restaurant server)
- d) *interpersonal/team/communication* (e.g., work in positions that require effective cooperation with others – restaurant server, short-order cook, camp counselor; provide service to

customers, clients, residents; worked in settings that require excellent oral communication skills - sports instructor, tour guide, actor, provide student orientation).

3) Relevant activities such as:

- a) Memberships/Affiliations or Professional Activity (e.g., Student Member, Dietitians of Canada)
- b) Current Certification (e.g., *Food Handler Training Certificate Level 1 City of Winnipeg, Environmental Health Services January 2021*)
- c) Professional Development or Continuing Education.
The information included in this section illustrates you are a self-motivated learner and that you have acquired specific skills. In general, include activities that are ½ day or more in length and list session title, sponsor, and date.
- d) Computer Skills

Key points to remember:

1. You **must** give both month and year when listing the start and finish dates of all your experience (if it was only a 1-day volunteer activity, give the specific date).
2. The title “Dietitian” and “Dietetic intern” are protected titles with the College of Dietitians of Manitoba. Please do **NOT** use any titles that contain Dietitian or Dietetic in the title on your resume. For example, Dietitian/Dietitian Assistant, Dietitian/Dietetic Intern, etc.

5. Reference Reports

Two reference reports are required. The reference reports must be work-related (either paid or volunteer work). **Referees should be from individuals who have evaluated your work and have the authority to monitor your performance such as a previous/current employer or supervisor of volunteer work.** The individuals you select to complete your reference reports should be able to judge your performance in most, if not all, of the areas on the report form. Do not use a reference from a family member, fellow student, friend, peer or work customer/client. Include the work experience your referee is referring to on your resume. Only choose a university faculty member if you have worked directly for that individual. Referees do not need to be dietitians. References are confidential and therefore, you must not open the sealed envelopes or ask for a copy of the report.

6. Acceptance Form (completed if accepted)

You will receive confirmation, via email, of acceptance or non-acceptance during the 3rd week of December. If you have been accepted, you must return the Acceptance Form to the Internship Manager within one week by email. If you decline a position, written notification of your decision must be sent via email to the Regional Manager, MPP.

7. Confirmation of Completion of Academic Program

The Director of Dietetics, Faculty of Agricultural and Food Sciences, Department of Food and Human Nutritional Sciences will provide, directly to the WRHA, documentation verifying you have completed the appropriate academic program to meet dietetic internship requirements.

8. Final Transcript Submitted to MPP

Pre-selected students will have to submit a final transcript, bearing the university seal and sealed in an official university envelope, by the end of June 2022, prior to the fall dietetic internship start date.

FURTHER INFORMATION

- **Frequently Asked Questions (FAQ): IT IS STRONGLY ADVISED THAT YOU ALSO READ THE MPP PRE-SELECTION FAQ SECTION**
<http://umanitoba.ca/faculties/afs/dept/fhns/programs/HNS/HNSdieteticinternship.html>
- **MPP program expenses once a position is secured include the following:**
 - DC student membership
 - Criminal record check and Vulnerable sector search
 - Child abuse registry check
 - Adult abuse registry check
 - Updated immunization record. *Note: Prior to the start of your internship, you MUST have the mandatory immunizations required by WRHA and other provincial Health Authorities.*
 - Accident Insurance (offered through DC with student membership)
 - Liability/Malpractice Insurance (offered through DC with student membership)
 - College of Dietitians of Manitoba registration as a Dietetic Intern
 - Registration fee (\$350.00 currently paid during the first week of the program)
 - Transportation/travel costs
 - Accommodation costs
- **The contact person is:**
 Alison Cummins, RD
 Regional Manager
 Manitoba Partnership Dietetic Education Program
 Winnipeg Regional Health Authority, Nutrition and Food Services
 345 DeBaets Street, Winnipeg, MB
 R2J 3V6
 Tel: (204) 654-6554
 Email: acummins@wrha.mb.ca

Timelines and Expectations once you have completed the *Acceptance Form for an Internship Position with the Manitoba Partnership Dietetic Education Program* (Appendix 4) in December 2021

January 2022	Enroll in HNSC 4600 Practice-based Research Course scheduled in Spring 2022.
End of March 2022	You will receive an email message from MPP with instructions regarding documentation required before the internship program start date in Fall 2022. You will be provided with a “Documentation Checklist”.
April/May 2022	An in-person meeting will be scheduled with the Regional Manager, MPP to review program details, dietetic internship schedule planning processes, etc.
End of May 2022	Documents, as outlined in the “Documentation Checklist” provided at the end of March are due.
End of June 2022	Official university transcripts (in a sealed envelope) confirming appropriate degree

	completion are sent to MPP as outlined in the email message sent to you at the end of March. Note: students must request the official transcripts through the U of M Registrar's Office.
August 2022	Documents, as outlined in the "Documentation Checklist" provided at the end of March are due.
September 2022	Program start occurs in either the second or third week in September.

Faculty of Agricultural and Food Sciences

University of Manitoba

Permission to Access Student's File

Name and Student Number: _____

I, _____, hereby give
(Print name in full)

permission to academic staff in the Faculty of Agricultural and Food Sciences to access my academic file, including the Advisor Transcript, grades and other relevant information as appropriate, and to share these documents with MPP for the purposes of confirming eligibility and other criteria as required to secure and maintain an MPP pre-selected position.

This permission is active for the following period. Please mark with an (x) where applicable:

- _____ until graduation.
- _____ until graduation and for five years thereafter.
- _____ in perpetuity.
- _____ other (please indicate).

(signed)

(date)

MANITOBA PARTNERSHIP DIETETIC EDUCATION PROGRAM

Confirmation of Academic Courses and Degree GPA

Section I

Applicant completes this section. Complete table and forward to Faculty of Agricultural and Food Sciences Advising Services **by October 15, 2021.**

Student Name: _____ Phone Number: _____

University Email: _____

University of Manitoba Student Number: _____

Choose the appropriate degree program you are currently registered (**Nutrition Option of the 4 year Degree Program OR the Second Degree Program in the Department of Food and Human Nutritional Sciences**). Do not fill in the shaded areas. If any of the courses have less than a Letter Grade B you are ineligible to apply for this program.

Course #	Nutrition Option: 4 yr degree program		Second Degree Program	
	Completed (C) Or Enrolled (E)	Final Letter Grade	Completed (C) Or Enrolled (E)	Letter Grade
HNSC 2130 OR HNSC 2150 (Minimum Letter Grade B for Second Degree only)				
HNSC 2140				
HNSC 3300				
HNSC 3310				
HNSC 3320 OR HNSC 3220				
HNSC 3342				
HNSC 3400 (only required for students admitted Fall 2019 and later)				
HNSC 4320 OR both HNSC 4500 & HNSC 4550				

Section II

Faculty of Agricultural and Food Sciences Advising Services completes this section.

Degree GPA: _____

Courses confirmed: Yes No Comments: _____

Faculty of Agricultural and Food Sciences Academic Advisor Confirmation: _____

Section III

Faculty of Agricultural and Food Sciences, MPP Liaison completes this section.

Criteria Met Criteria Not Met Comments: _____

Faculty of Agricultural and Food Sciences MPP Liaison Signature: _____

**REFERENCE REPORT for University of Manitoba
Dietetic Internship Pre-Selection Application**

This section is to be completed by the applicant before forwarding it to the referee.

Name of applicant: _____

Referee completes the remainder of this report. Only the MPP Pre-Selection Committee will review this report. Please return the completed document to mppapplications@umanitoba.ca.

Completion of this section is required.

How long have you known the applicant? Start date: _____ End date: _____

The Reference Report must be completed by an individual who has evaluated the applicant's work and has the authority to monitor performance such as a previous/current employer or supervisor of volunteer work. Please describe the work related capacity (either paid or volunteer work) in which you have known the applicant:

Please compare the applicant to a group of other **employees/volunteers** (check one), and rank them on each of the following attributes. Examples which support ratings are required.

Attribute	Outstanding (top 10%)	Above Average (top 20%)	Average (upper 50%)	Below Average (lower 50%)	Support your Ratings with Examples of Performance of Work/Tasks/Duties
<u>Team skills</u> Individual collaborates with others to provide good client* service. Applicant ranking (please check one)	□	□	□	□	
<u>Feedback</u> Individual strives for excellence through self-reflection. Is receptive to, and utilizes feedback from others. Applicant ranking (please check one)	□	□	□	□	
<u>Critical thinking</u> Individual uses a problem solving approach to make decisions and improve situations. Applicant ranking (please check one)	□	□	□	□	
<u>Decision making</u> Individual uses a client* -centred approach when making decisions. Applicant ranking (please check one)	□	□	□	□	

Attribute	Outstanding (top 10%)	Above Average (top 20%)	Average (upper 50%)	Below Average (lower 50%)	Support your Ratings with Examples of Performance of Work/Tasks/Duties
<u>Time management /organization</u> Individual manages time and workload effectively to meet deadlines. Applicant ranking (please check one)	Consistently manages time effectively and efficiently. Develops sound, logical plans, and considers details. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has difficulty managing time to meet deadlines. Needs help developing plans for routine tasks. <input type="checkbox"/>	
<u>Initiative and self-direction</u> Individual continuously seeks new knowledge and innovation to support or enhance role. Applicant ranking (please check one)	Independently initiates appropriate activities. Seeks new opportunities to enhance skills. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follows instructions but does not act independently. <input type="checkbox"/>	
<u>Communication skills</u> Individual selects and uses written, oral, and interpersonal skills to communicate effectively. Applicant ranking (please check one)	Effectively uses speech to convey information in all situations. Written work is consistently clear, concise, accurate, and logical. Accomplished interpersonal skills. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Struggles to use speech to convey information effectively. Difficulty writing clearly, concisely, accurately and logically. Awkward interpersonal skills. <input type="checkbox"/>	

*A “client” can be an individual, group, agency, employer, employee, organization, or community

In the space below, please add any additional descriptive information not stated above in the comments that will assist in providing a complete picture of the applicant’s abilities and potential as a dietetic intern. Do not attach any further documentation about the applicant.

Please complete the following information and confirm it with your signature.

Name of referee (please print)

Name of organization/business

Position

Address

Telephone

Email address

Signature of referee

Date

Adapted from the Dietitians of Canada “Confidential Reference for Program Match Application”.

**REFERENCE REPORT for University of Manitoba
Dietetic Internship Pre-Selection Application**

This section is to be completed by the applicant before forwarding it to the referee.

Name of applicant: _____

Referee completes the remainder of this report. Only the MPP Pre-Selection Committee will review this report. Please return the completed document to mppapplications@umanitoba.ca.

Completion of this section is required.

How long have you known the applicant? Start date: _____ End date: _____

The Reference Report must be completed by an individual who has evaluated the applicant's work and has the authority to monitor performance such as a previous/current employer or supervisor of volunteer work. Please describe the work related capacity (either paid or volunteer work) in which you have known the applicant:

Please compare the applicant to a group of other **employees/volunteers** (check one), and rank them on each of the following attributes. Examples which support ratings are required.

Attribute	Outstanding (top 10%)	Above Average (top 20%)	Average (upper 50%)	Below Average (lower 50%)	Support your Ratings with Examples of Performance of Work/Tasks/Duties
<u>Team skills</u> Individual collaborates with others to provide good client* service. Applicant ranking (please check one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Feedback</u> Individual strives for excellence through self-reflection. Is receptive to, and utilizes feedback from others. Applicant ranking (please check one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Critical thinking</u> Individual uses a problem solving approach to make decisions and improve situations. Applicant ranking (please check one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Decision making</u> Individual uses a client*-centred approach when making decisions. Applicant ranking (please check one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Attribute	Outstanding (top 10%)	Above Average (top 20%)	Average (upper 50%)	Below Average (lower 50%)	Support your Ratings with Examples of Performance of Work/Tasks/Duties
<u>Time management /organization</u> Individual manages time and workload effectively to meet deadlines. Applicant ranking (please check one)	Consistently manages time effectively and efficiently. Develops sound, logical plans, and considers details. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has difficulty managing time to meet deadlines. Needs help developing plans for routine tasks. <input type="checkbox"/>	
<u>Initiative and self-direction</u> Individual continuously seeks new knowledge and innovation to support or enhance role. Applicant ranking (please check one)	Independently initiates appropriate activities. Seeks new opportunities to enhance skills. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follows instructions but does not act independently. <input type="checkbox"/>	
<u>Communication skills</u> Individual selects and uses written, oral, and interpersonal skills to communicate effectively. Applicant ranking (please check one)	Effectively uses speech to convey information in all situations. Written work is consistently clear, concise, accurate, and logical. Accomplished interpersonal skills. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Struggles to use speech to convey information effectively. Difficulty writing clearly, concisely, accurately and logically. Awkward interpersonal skills. <input type="checkbox"/>	

*A “client” can be an individual, group, agency, employer, employee, organization, or community

In the space below, please add any additional descriptive information not stated above in the comments that will assist in providing a complete picture of the applicant’s abilities and potential as a dietetic intern. Do not attach any further documentation about the applicant.

Please complete the following information and confirm it with your signature.

Name of referee (please print)

Name of organization/business

Position

Address

Telephone

Email address

Signature of referee

Date

Adapted from the Dietitians of Canada “Confidential Reference for Program Match Application”.

**Acceptance Form for an Internship Position with the
Manitoba Partnership Dietetic Education Program**

Please complete and send this form, within ONE week, to acummins@wrha.mb.ca

Name:

First Name	Middle Name	Surname
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Telephone Number:

University Email Address:

Personal Email Address (optional):

I confirm acceptance of a September 2022 internship position with the Manitoba Partnership Dietetic Education Program.

I am aware that academic standards must be maintained to ensure an internship position.

Signature of Applicant

Date



Winnipeg Regional Health Authority

Caring for Health

Nutrition & Food Services

Office régional de la santé de Winnipeg

À l'écoute de notre santé

Services de diététique et d'alimentation

Manitoba Partnership Dietetic Education Program



345 DeBaets Street
Winnipeg, Manitoba
R2J 3V6 CANADA
TEL: 204-654-5100
FAX: 204-654-0246

345, rue DeBaets
Winnipeg (Manitoba)
R2J 3V6 CANADA
TÉL: 204-654-5100
TÉLÉC: 204-654-0246

Indigenous Voluntary Self-Declaration Form

Please check the statement most applicable to you:

I (please print) _____ declare

- I am a First Nations person (Status/Registered/Treaty/Non-Status)
- I am a Métis person
- I am an Inuit person
- I declare myself to be an Indigenous person because

All information I have given herein is true and complete and may be verified.

Signature: _____

Date: _____

Voluntary self-declaration is encouraged (in accordance with Section 15 (2) of the Canadian Charter of Rights and Freedoms) to assist the WRHA in efforts to increase participation of under-represented groups within their organization.