



Master of Nutrition and Dietetic Practice

Program Charter

Updated 2023

Contents

Acknowledgements 2

1. Definitions 3

2. Background..... 4

3. Purpose 4

4. Introduction..... 5

5. Responsibilities of the Student 7

6. Responsibilities of the University..... 16

Appendix 1 – Standards, Regulations, Policies and Procedures 22

Appendix 2 25

SIGNED AGREEMENT – STUDENT COPY 25

SIGNED AGREEMENT – FACULTY COPY..... 26

In the spirit of reconciliation, the Bond University MNDP Program acknowledges the Kombumerri people, the traditional Owners and Custodians of the land on which the university now stands. We pay respect to Elders past, present and emerging.

Acknowledgements

The Program acknowledges the following documents which have been helpful as a template and guide in developing this Charter:

- Dietitians Australia: National Competency Standards for Dietitians¹
- Dietitians Australia By-Law Code of Professional Conduct²
- Dietitians Australia: Scope of Practice for Dietitians³
- Accreditation Council for Education in Nutrition and Dietetics (ACEND) 2022 Accreditation Standards for Nutrition and Dietetics Foreign Dietitian Education Programs⁴
- Academy of Nutrition and Dietetics: Revised 2017 Scope of Practice for the Registered Dietitian Nutritionist⁵
- Academy of Nutrition and Dietetics: Code of Ethics for the Nutrition and Dietetics Profession⁶

¹ Dietitians Australia (2021). National Competency Standards for Dietitians. Retrieved from [National Competency Standards for Dietitians in Australia \(dietitiansaustralia.org.au\)](https://www.dietitiansaustralia.org.au) accessed 20 August 2023.

² Dietitians Australia (2023). Dietitians Australia by-law: Code of conduct for Dietitians and Nutritionists. Retrieved from [Code of Conduct for dietitians and nutritionists | Dietitians Australia](https://www.dietitiansaustralia.org.au/working-dietetics/standards-and-scope/scope-practice-dietitians) accessed 31 May 2023.

³ Dietitians Australia (2023). Scope of Practice for Dietitians. Retrieved from <https://dietitiansaustralia.org.au/working-dietetics/standards-and-scope/scope-practice-dietitians> accessed 20 August 2023.

⁴ Accreditation Council for Education in Nutrition and Dietetics (2022). Accreditation Standards for Nutrition and Dietetics Foreign Dietitian Education Programs. Retrieved from <https://www.eatrightpro.org/-/media/files/eatrightpro/acend/accreditation-standards-fees-and-policies/2022-standards-and-templates/2022-accreditation-standards-for-nutrition-and-dietetics-education-programs.pdf?rev=945401f2f4704e48a56bb04437369142&hash=59C63A134B10D96C1C125D1F31F5792B> accessed 20 August 2023.

⁵ Academy of Nutrition and Dietetics: Revised 2017 Scope of Practice for the Registered Dietitian Nutritionist. *Journal of the Academy of Nutrition and Dietetics*, 2018: 118(1):141-65.

⁶ Academy of Nutrition and Dietetics: Code of Ethics for the Nutrition and Dietetics Profession. Retrieved from [Code of Ethics \(eatrightpro.org\)](https://www.eatrightpro.org) accessed 31 May 2023.

1. Definitions

In this Charter:

Charter means the Master of Nutrition and Dietetic Practice Program Charter.

Faculty means the Faculty of Health Sciences and Medicine at the University.

Fitness to Practice means the professional responsibility to maintain the skills, knowledge, good health, and character to practise safely and effectively.

Good Professional Practice means the knowledge, skills and behaviours required to perform at an acceptable standard.

Head of Program means the academic responsible for the Master of Nutrition and Dietetic Practice program.

MNDP means the Master of Nutrition and Dietetic Practice

Professional Placement Internship means the structured and specific, workplace-based professional practice activities that students complete in different domains of dietetic practice in accordance with the Program, Dietitians Australia requirements, and ACEND requirements.

Program means the Master of Nutrition and Dietetic Practice program.

Program Partners means the facilities and organisations where students are required to participate in professional development activities such as placement internships.

Standards means the National Competency Standards for Entry Level Dietitians in Australia.

Student means a student enrolled in the Master of Nutrition and Dietetic Practice program.

Subject means a subject that forms a part of the Program curriculum.

Subject Convenor means the academic responsible for convening and delivering the Subject in the Master of Nutrition and Dietetic Practice program.

Teaching sessions means lectures, tutorials, workshops, field trips, site visits, and other professional development activities.

University means Bond University.

2. Background

As a Student progresses through stages of professional development towards becoming a dietetic professional, it is important for them to know what will be expected of them by the University, Program Partners, the profession and the community. The Student also needs to know what they can reasonably expect of the Program throughout the duration of their enrolment. This Charter identifies and articulates the responsibilities of both the Student and Faculty staff involved in preparing students for the dietetic workforce.

3. Purpose

The Charter has two broad aims:

1. To clearly state the expectations and responsibilities of both the University and the Student involved in the Program. The Charter is intended to be useful as a reference and framework for the Student and Faculty staff.
2. To promote “Good Professional Practice” by the Student by incorporating professional codes of conduct and codes of ethics, and adhering to relevant scopes of practice, as determined by Dietitians Australia and the Academy of Nutrition and Dietetics (Appendix 1 – Standards/Regulations).

The expectations of behaviours and attitudes remains consistent across the Program including University-based teaching sessions (delivered face to face and/or remotely when required due to public health directives), clinical, community, food service and research internship settings, as well as following graduation.

4. Introduction

The Charter is a document outlining mutually agreed responsibilities between the University and the Student. A Student accepts the responsibilities in Section 5 of the Charter (Responsibilities of the Student) upon signing the agreement (see Appendix 2). The University agrees that it has certain responsibilities to the Student, which are outlined in Section 6 of the Charter (Responsibilities of the University). As a requirement of the Program, the Student will be trained in a variety of health care, community, education, and business settings. During this time, the Student is an ambassador for the University and future ambassador for the dietetic profession. Student behaviour, ethics, and professionalism must not conflict with the University's standards, policies, or procedures, nor with the policies and procedures of the setting and organisation at which they are based.

To graduate from the Program and be deemed competent to practise as an entry-level dietitian, the Student must meet the curriculum learning outcomes and minimum requirements set out in the Program and in Subject Outlines. The Student is also expected to abide by the professional standards and expectations outlined in the Charter, including the Dietitians Australia (formerly known as Dietitians Association of Australia, DAA) Code of Professional Conduct and the Academy of Nutrition and Dietetics Code of Ethics for the Nutrition and Dietetics Profession, and Academy of Nutrition and Dietetics Scope of Practice for the Registered Dietitian Nutritionist. Serious and/or persistent failure to meet these standards and expectations may result in action being taken through the Faculty Disciplinary Committee Procedures. These procedures provide formal investigation of potential breaches of student behaviour and professional conduct. Links to this policy and procedure are available on the Faculty website (see Appendix 1). The Student should be aware of how disciplinary and professional misconduct issues will be managed by the Faculty.

In addition to the Responsibilities of the Student set out in Section 5 of this Charter, the Student must comply with all other University regulations, policies, and procedures (see Appendix 1). It is understood that the signing of this Charter confirms the Student's understanding of the University academic regulations, policies, and procedures. In certain cases, action may need to be taken under those regulations and policies instead of, or as well as, under the Faculty Disciplinary Committee's procedures.

The responsibilities outlined in section 5 align with the professional requirements of Dietitians Australia^{7,8}, the Australian Qualifications Framework⁹ and the and the Academy of Nutrition and Dietetics^{10,11} which set the standards that are intended to provide the dietetic profession (including education providers) with a benchmark for the knowledge, skills and attributes of a safe and effective entry level standard of practice. The responsibilities outlined in section 6 are endorsed by national laws that guide the work of the University.

⁷ Dietitians Australia Accreditation Standards for Dietetics Education Programs (2022). Retrieved from [Dietitians Australia Accreditation Standards 2022.pdf](#) accessed 20 August, 2023.

⁸ Dietitians Australia (2023). Dietitians Australia by-law: Code of conduct for Dietitians and Nutritionists. Retrieved from [Code of Conduct for dietitians and nutritionists | Dietitians Australia](#) accessed 31 May 2023.

⁹ Australian Qualifications Framework (2013). Retrieved from [AQF Second Edition | AQF](#) accessed 20 August 2023.

¹⁰ Accreditation Council for Education in Nutrition and Dietetics (2022). Accreditation Standards for Nutrition and Dietetics Foreign Dietitian Education Programs. Retrieved from <https://www.eatrightpro.org/-/media/files/eatrightpro/acend/accreditation-standards-fees-and-policies/2022-standards-and-templates/2022-accreditation-standards-for-nutrition-and-dietetics-education-programs.pdf?rev=945401f2f4704e48a56bb04437369142&hash=59C63A134B10D96C1C125D1F31F5792B> accessed 20 August 2023.

¹¹ Academy of Nutrition and Dietetics: Code of Ethics for the Nutrition and Dietetics Profession. Retrieved from [Code of Ethics for the Nutrition and Dietetics Profession \(eatrightpro.org\)](#) accessed 20 August 2023.

5. Responsibilities of the Student

The development of a sense of responsibility is critical for learning, for safe practice and for person-centred care. The Student undertakes the Program with the aim of becoming an Accredited Practising Dietitian (Australia), and/or with potential to become a Registered Dietitian Nutritionist (United States of America). While the Student does not yet have the full duties and responsibilities that go with being a dietitian, they are in a privileged position as a student dietitian with regards to program partners, patients, carers, health care workers and community members. In recognition of this, the Student must maintain a high standard of behaviour and show respect for others.

By awarding a Master of Nutrition and Dietetic Practice (MNDP) degree, the University is confirming that the graduate is fit to practice according to the professional standards determined by Dietitians Australia, and students will be eligible to become Accredited Practising Dietitian (APD) in Australia. The Program has candidacy accreditation with ACEND, and graduates are eligible to become a Registered Dietitian Nutritionist (RDN) following completion of supervised practice hours in the USA and achieving a pass grade in the national Registered Dietitian Nutritionist examination.

5.1 The Student will act lawfully and responsibly and be accountable for their decision making. This means they will:

- 5.1.1 Act within the letter and the spirit of the law, accept the standards of Dietitians Australia and the Academy of Nutrition and Dietetics, and (for practice in USA only) obtain/maintain a state licence or certification if engaged in practice governed by nutrition and dietetics statutes
- 5.1.2 Be accountable for their decision making where it affects the well-being of patients/clients and others and have a moral and legal obligation for the provision of safe and competent service delivery
- 5.1.3 Respect the collaborative nature of comprehensive health care with recognition and respect for the perspective, expertise, values, rights, knowledge, and skills of others
- 5.1.4 Maintain intellectual property rights, including the acknowledgement and appropriate referencing of the contribution of health professionals and any other sources of original material in their work
- 5.1.5 Appropriately use and maintain credentials.

5.2 The Student will be honest and fair with members of the public, colleagues, fellow students, health practitioners, mentors, and teachers. This means they will:

- 5.2.1 Ensure that they do not exploit relationships with clients for emotional, sexual, or financial gain; and uphold professional boundaries and refrain from romantic relationships with any patient/client, surrogate, or supervisors
- 5.2.2 Identify, disclose, and manage conflicts of interest with the assistance of Faculty and supervising dietitians
- 5.2.3 Refrain from accepting gifts or services which potentially influence, or which may give the appearance of influencing, professional judgement
- 5.2.4 Treat their peers and future colleagues with fairness, honesty, courtesy, respect, and good faith
- 5.2.5 Apply natural justice when dealing with clients, peers, and future colleagues; and report inappropriate behaviour or treatment of a patient/client by another student, nutrition and dietetics practitioner or other professional
- 5.2.6 Provide services within the legal requirements of occupational health, welfare, and safety, and workplace requirements
- 5.2.7 Refrain from communicating false, fraudulent, deceptive, misleading, disparaging, and/or unfair statements or claims.

All forms of academic misconduct are unacceptable and may result in disciplinary proceedings. Academic misconduct encompasses all forms of academic dishonesty, including cheating, or doing anything which may assist a person to cheat, in relation to assessment. Academic integrity is vital to learning, teaching and research at the University. The student will:

- 5.2.7 Familiarise themselves with the principles of academic integrity both generally, and specifically, for their discipline or Program (Appendix 1)
- 5.2.8 Act in accordance with the principles of academic integrity in their learning and research. For example, by:
 - not cheating in examinations or other forms of assessment
 - not helping others to cheat in examinations or other forms of assessment
 - only submitting work which properly acknowledges the ideas or words of others, and which is otherwise their own work
 - only submitting work which properly acknowledges one's own previous ideas, interpretations, or creative works
 - not lending, or providing original work to other students for any reason
 - ensuring that the findings of their research are interpreted and presented appropriately and based on accurate data.

These undertakings relate to ideas, interpretations, words, or works which may be found in published and unpublished documents, print and/or electronic media, designs, music, sounds, images, photographs, or computer codes, or gained through working in a group.

- 5.2.9 Seek advice from academic or support staff if they are unsure whether their actions comply with academic integrity principles
- 5.2.10 Demonstrate respect, constructive dialogue, civility, and professionalism in all communications, including social media
- 5.2.11 Refrain from verbal, physical, emotional, sexual harassment against others
- 5.2.12 Provide objective evaluations of the performance of fellow students or supervisors, making all reasonable efforts to avoid bias in the professional evaluation of others
- 5.2.13 Contribute to the advancement and competence of others including fellow students, supervisors, or the public.

5.3 The Student will respect an individual's needs, values, culture, and privacy. This means they will:

- 5.3.1 Ensure provision of non-discriminatory services to all people regardless of age, colour, gender, sexual orientation, religion, ethnicity, race, and

mental or physical status, and be mindful of individual differences and cultural and ethnic diversity

- 5.3.2 Respect the rights of an individual to make informed choices and respect patient/client autonomy
- 5.3.3 Safeguard patient/client confidentiality according to current regulations and laws
- 5.3.4 Respect the confidences and trust implicit in their relationships with clients
- 5.3.5 Promote a professional relationship and maintain appropriate professional boundaries between themselves and those for whom they provide services
- 5.3.6 Document and code to most accurately reflect the character and extent of delivered services
- 5.3.7 Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption)
- 5.3.8 Communicate at an appropriate level to promote health literacy.

5.4 The Student will maintain their professional competence and provide evidence-based practice and quality service. This means they will:

- 5.4.1 Recognise the limits of their competence, collaborate with the inter-professional team, and refer to the most appropriate provider, if necessary
- 5.4.2 Practise using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognise limitations
- 5.4.3 Limit provision of advice about alternative therapies to those who voluntarily seek it and only about therapies for which there is documented scientific peer reviewed evidence of effectiveness
- 5.4.4 Understand and respect the diversity of nutrition and dietetic practice
- 5.4.5 Promote an ecological, social, and economic environment which supports health and well-being
- 5.4.6 Assess the validity and applicability of scientific evidence without personal bias
- 5.4.7 Make evidence-based practice decisions, considering the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgement
- 5.4.8 Provide accurate and truthful information in all communications.

5.5 The Student will take all opportunities to develop professional knowledge and skills. The Student will be expected to:

- 5.5.1 Attend all compulsory teaching sessions and associated activities (e.g., workshops, simulation days, field trips, site visits, professional development days, placements)
- 5.5.2 Inform the Program as soon as possible, giving reason, if unable to attend a compulsory teaching session or associated activity
- 5.5.3 Complete and submit assignments on time
- 5.5.4 Take a conscientious approach to self-directed learning
- 5.5.5 Be an active and considerate participant in learning groups by sharing learning and knowledge with peers
- 5.5.6 Receive reasonable and well-intended feedback on performance with a growth mindset
- 5.5.7 Immediately inform the Program of factors that might impact performance to enable appropriate and timely action to be taken.

Gaining and maintaining up to date professional knowledge and skills is essential for the Student. Attendance and participation in teaching sessions is required for the Student to demonstrate professional competence and to maximise preparation for practice as a student dietitian and a dietetic professional. Attendance is a condition of the Program's accreditation requirements and failure to attend Compulsory Learning Sessions, without reason and without completing a compensatory activity, is a breach of professional standards.

For coursework subjects, the Student must attend and participate in all Compulsory Learning Activities and attend 80% of classes to pass the subject. For internships, the Student must complete all compulsory internship hours in a professional work setting to pass the subject. Further details on attendance requirements and the processes for absences can be found in each subject outline of the Program.

- 5.5.2 There are special project opportunities that arise from time to time with the Faculty that would allow for enhanced student learning if chosen for participation

Student eligibility is determined by the Faculty

The selection criteria for participation in these special projects includes:

- Demonstrated professional behaviour including those attributes outlined in the Charter
- completion of a related subject
- a GPA in the highest 25th percentile of the class or related subject
- work experience or prior life experience that would contribute to project efficiencies
- previously expressed interest in the practice area
- a history of effective communication and teamwork.

- 5.5.3 Interpret, apply, participate in, and/or generate research to enhance practice, innovation, and discovery.

5.6 The Student will demonstrate social responsibility. This means they will:

- 5.6.1 Collaborate with others to reduce health disparities and protect human rights and be cognisant of the [United Nation's Sustainable Development Goals](#) and the University's commitment to this shared framework.
- 5.6.2 Promote fairness and objectivity with fair and equitable treatment.
- 5.6.3 Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- 5.6.4 Promote the unique role of nutrition and dietetics practitioners.
- 5.6.5 Engage in activities that benefits the community and to enhance the public's trust in the profession.
- 5.6.6 Seek leadership opportunities in the profession, community, and service organisations to enhance health and nutritional status while protecting the public.

5.7 The Student will be punctual and comply with needs of external engagement for work experience days, Professional Placement Internships, and excursions. This means they will:

- 5.7.1 Complete and submit course work and assignments on time.
- 5.7.2 Be available for work on placement and class at designated times.
- 5.7.3 Immediately inform the Program staff (including Head of Program, Subject Convenor, and Internship Coordinator) of factors that might affect performance so that appropriate action can be taken.
- 5.7.4 Comply with the standards of professional dress/attire as required by the Program and the Program Partners (e.g., placement sites) throughout the duration of the Program.

As a minimum standard, this includes:

- pants or slacks; and skirts, shorts and dresses that end near or past the knee
- blouses, polo shirts, button-up shirts or smart collarless shirts that cover the shoulders and are not low cut or expose the chest, midriff or back
- flat or un-heeled, comfortable shoes or boots, that comply with site OHS requirements.
- minimal and discreet jewellery, that complies with site OHS

requirements.

While on simulation days and on external activities including Professional Placement Internships, site visits, and field trips, and in addition to the above minimum standards, the following guidance applies:

- the University MNDP shirt is the expected uniform
- shoes that meet the Workplace Health and Safety standards of the facility must be worn (e.g., fully enclosed, flat shoes with non-slip soles)
- all University standards of professional dress/attire are superseded by that of Program Partners and may include but are not limited to; hair neatly tied back, no painted/artificial fingernails, no excessive body piercings and no bulky bracelets/necklaces
- a Student wearing jeans, track pants, thongs/flip-flops and exercise/gym attire, or unsafe attire or shoes on any external activities (e.g., site visits) will not be permitted to participate in the activity.

5.7.5 Provide funds for additional costs above the tuition fees to support academic learning. This may include, but is not limited to, expenses for:

- travel (e.g., fuel, flights, public transport, passports)
- accommodation (e.g., when on placement)
- living away from home (e.g., meals)
- a uniform (i.e., one or more University MNDP shirts)
- appropriate and professional attire (e.g., shoes for kitchen activities, dress pants for placement activities)
- compliance with Faculty fitness to practice requirements. (e.g., serology, vaccinations, first aid)
- student contribution in the International Nutrition Practice subject as specified in the subject outline published on iLearn and on the University webpage for the subject.

5.8 The Student will undertake to ensure their own self-care and attend to personal health and well-being. This means they will:

5.8.1 Recognise the effects of physical and psychological stressors on their ability to care for patients/clients and to engage appropriately with peers and colleagues, and take steps to ensure their own self care, health, and wellbeing.

5.8.2 Aim to seek independent objective healthcare advice, preferably from their own general practitioner or specialist, avoiding the risks of self-

diagnosis and/or self-treatment.

5.9 The Student will cooperate with any disciplinary procedure in which they are involved. This means they will:

- 5.9.1 Adhere to Australian law (and the law of the host country if undertaking a placement in another country) and understand that any breach of these laws may become a criminal matter.
- 5.9.2 Be a law-abiding citizen in both their academic, working, and private lives.
 - Criminal history checking is an element of “fitness to practice” and is completed when the Student applies for a Blue Card and national Police Certificate. Failure to disclose a criminal history or make misleading or false information about a criminal history is treated as a serious matter with heavy penalties. It is important for the Student to be aware that a criminal record is taken seriously and to become familiar with the reporting obligations that are required of them.
- 5.9.3 The Student will comply with the Faculty HSM Procedure for the Management of Allegations of Student Misconduct (see Appendix 1).

5.10 If a student experiences an injury, illness, or is involved in, or witnesses, a traumatic incident during supervised practice or while travelling to and from supervised practice:

- 5.10.1 The Student should refer to the MNDP Program Student Participation in Supervised Practice Procedure (available on the BUND iLearn community page), and report the incident to the MNDP Program Internship Coordinator or MNDP Head of Program within 24 hours.

5.11 Students will take responsibility for their own fitness to practice by:

- 5.11.1 Having an understanding of the scope of fitness to practice, which in the context of student participation and engagement in the MNDP Program, means that a Student has the skills, knowledge, character and physical and mental health they need to practice safely and effectively in their dealings with peers, supervisors, staff at supervised practice sites, University staff and the general public
- 5.11.2 Engaging with Faculty and Program academic staff and activities designed to strengthen their understanding of fitness to practise
- 5.11.3 Informing either an MNDP Head of Program, an MNDP Domain Lead, the MNDP Internship Coordinator, or a member of the Faculty Student Affairs and Service Quality team, should they identify that they are or have become unfit to practice

- 5.11.4 Participating with honesty, respect and collaboration in discussions about their fitness to practise with Program, University staff or supervised practice sites
- 5.11.5 Responding appropriately to requests from the Program about their fitness to practise, including providing sufficient evidence of fitness to practice, if required.

Fitness to practise requires that students:

- Have sufficient knowledge and skills fitting to their current level of study and course progression
- Have the physical ability and health to undertake tasks required of them as a student dietitian
- Treat peers, supervisors, staff at supervised practice sites, University staff and the general public with dignity and respect
- Act with honesty and integrity
- Demonstrate conduct that does not pose an unacceptable risk to themselves or others
- Are able to adapt their own behaviour to effectively manage changing situations and relationships. This applies to academic and complex professional environments, and to acceptable community standards.

6. Responsibilities of the University

6.1. In relation to the education and training of students, the Program will:

- 6.1.1 Provide high quality teaching and training in clinical and non-clinical settings.
- 6.1.2 Provide learning experiences that are challenging and stimulating.
- 6.1.3 Ensure that each Subject is relevant and led by individuals qualified to teach and train the Student.
- 6.1.4 Inform, regularly update, and provide access to full information about the Program, the Subjects, and the Program objectives.
 - Ease of access to information about the Program is a necessity. Clear communication of changes and dissemination of information should be a priority of the Program.
- 6.1.5 Inform the Student within a reasonable time period of significant changes to the curriculum or course structure (other than minor timetabling changes) which may have an impact on the Student.
 - Any substantial change made to the Program should be communicated to the Student within reasonable timeframes, following open discussion. Change that is likely to require significant expenditure or inconvenience on the Student's behalf must be made known as soon as practically possible.
- 6.1.6 Give clear and timely information about assessment/submission dates and the preferred or required format of assessments/submissions.
 - Assessment dates and format should be made clear to the Student at the beginning of each semester for each Subject, in accordance with the Assessment Policy (see Appendix 1).
- 6.1.7 Provide students with information about compulsory learning activities for each subject during a semester by the end of week 1 of the semester.
- 6.1.8 Give impartial, timely and constructive feedback on individual student progress and performance, including explanations for failure in accordance with the Assessment Policy (see Appendix 1).
- 6.1.9 Where necessary, provide access to reasonable extra support and advice from appropriate University staff.
- 6.1.10 Respect the intellectual property rights of the Student. Any work undertaken by the Student remains the property of the Student, subject to locally agreed arrangements discussed in advance with Student representatives and subject to the Intellectual Property Policy of the University (see Appendix 1).

- The intellectual property rights of any individual's work must be respected. Work undertaken by a Student should not be passed off as somebody else's and there must be clear acknowledgement of the ownership of this work.
- 6.1.11 Provide the Student with the opportunity to give the Program or University feedback on the usefulness, significance and effectiveness of all aspects of the Program, including teaching.
- 6.1.12 Give due consideration to feedback provided in accordance with 6.1.11 above and inform the Student of any positive action that is possible to take with respect to the feedback.
- While Student feedback is encouraged, there is no guarantee that changes will occur at the request of the Student. Sometimes change to a Subject may not be possible for various reasons and wherever possible the Student should be given feedback on those reasons.
- 6.1.13 Ensure that all staff with responsibilities to the Program promote and comply with the Charter.
- The Charter will be made available to the Student and Program staff alike, with all parties expected to meet the standards and expectations outlined in this Charter.
- 6.1.14 Ensure that the Program staff and the Student understands their responsibilities with respect to gaining consent from patients prior to consultations by the Student.
- 6.1.15 Make clear the purpose and implications of any Faculty disciplinary procedures (see Appendix 1).
- 6.1.16 Ensure responsible allocation of available resources to facilitate delivery of the provisions of all sections of this Charter.
- 6.1.17 Make available to the Student all relevant University and Program standards, regulations, policies, and procedures (Appendix 1).

6.2. Privacy and equal opportunity. The Program will:

- 6.2.1 Respect the fundamental Human Rights of the Student as set out by the Universal Declaration of Human Rights (United Nations 1948) as far as they do not impact on the rights and freedoms of others for whom the Program has an equal duty of care, including patients, clients, community members and the general public¹²
- 6.2.2 Ensure that learning, both within the Program and during Internships, is

¹² Universal Declaration of Human Rights. Retrieved from [Universal Declaration of Human Rights | United Nations](#) accessed 20 August 2023.

undertaken in a safe and secure physical environment.

- The Program must maintain strict health and safety regulations. The Faculty is responsible for providing a safe and secure environment for the Student to develop professional competence. Professional Placement Internships must comply with Workplace Health and Safety requirements.
- 6.2.3 Provide an environment which takes positive action to protect the Student from bullying, discrimination, victimisation, intimidation, harassment of any kind and promotes equality and value diversity.
- The Student and Program staff alike must be treated respectfully, and not be subject to any form of discrimination. The Faculty must ensure that they have policies which are compliant with relevant equal opportunities legislation. Any report of bullying, discrimination, victimisation, intimidation, or harassment will be followed up and investigated.
- 6.2.4 Provide the Student with information and advice on how to lodge a formal complaint. Complaints shall remain confidential to those involved at all times and the complainant shall be protected from any form of victimisation following such a complaint.
- The treatment of complaints against either Program staff or the Student should be treated confidentially in a uniform manner.
- 6.2.5 Individuals making complaints or disclosures that are proven to be malicious and/or untruthful will be subject to the Program's disciplinary procedures.

6.3. In relation to administration and support, the Program will:

- 6.3.1 In so far as resources allow, ensure that the Student has adequate access to modern information technology equipment that is appropriate to the demands of the Program.
- 6.3.2 In so far as resources allow, ensure that the Student has access to quality facilities, learning and library resources that are required to achieve the academic and professional goals and standards set by the Dietitians Australia, ACEND and the Program.
- Technical facilities such as anatomical models, food models, nutrition-related computer programs, and other resources should be made available to the Student.
- 6.3.3 Endeavour to facilitate a high standard of teaching facilities whilst students are participating in supervised practice.

- 6.3.4 Ensure that academic and administrative staff model respectful communication and a helpful attitude towards the Student during their education.
- 6.3.5 Ensure that the Student has access to University and Faculty regulations and policies (see Appendix 1).
- 6.3.6 Ensure that the Student is advised of expectations regarding (a) maintenance of their own health and (b) appropriate behaviour regarding nutrition consultation and referral processes.
- Ideally, the Student should have a General Practitioner for medical care or be advised that they can access the available Medical or Counselling Services available at Bond University Campus.
 - Student health and well-being is important to the Program and the Student must not allow their own health or condition to put patients, clients, peers, future colleagues, Program staff and others at risk.
- 6.3.7 Provide access to student-centred support services within the University and ensure that the Student's contact with the student support staff member will be treated in confidence.
- Given the personal nature of some problems that the Student may encounter, the Faculty must be able to direct the Student to facilities that offer them suitable support.
- 6.3.8 Ensure that the Student is given clear information about (a) who their academic teachers and supervising dietitians are and (b) what services are available for student support.
- 6.3.9 Ensure that, to avoid any potential conflict of interest, Program staff members with direct academic responsibilities for a Student do not undertake student support responsibilities for that Student. If dual responsibility does arise, a system must be in place by which the Student can seek support from another member of staff who does not carry out this dual function at that time.
- Both academic and emotional welfare of the Student is important, but a clear distinction needs to be made between provision of education and provision of student support service. Whenever a 'conflict of interest' might exist the Student should be referred to alternative services and ideally a pastoral tutor who does not have any academic responsibility for the Student.
- 6.3.10 Ensure that issues disclosed to a support service provider remain confidential but also ensure that the Student is made aware that in some circumstances the support service provider may be required to disclose information which affects the Student's fitness to practice.

- The student support service provider relationship should have the same status as the patient-doctor relationship unless the issue being discussed becomes a matter of fitness to practice. This should be made clear to the Student at the start of the student-support service provider relationship and whenever a matter of fitness to practice is discussed. The support service provider must make the Student aware of the potential ramifications of disclosing information relating to his/her fitness to practice.

6.3.11 Ensure that the Student is made aware of the availability of the Careers Advice facilities and services at Bond University.

- Career advice can be very important for some students during the Program. When the Student is uncertain about their motivation or do not wish to pursue a nutrition-related career, the Program should ensure that the Student has access to careers advice provided through the University.

6.4. Student representation. The Program will:

6.4.1 Where relevant and appropriate, ensure that fair student representation exists on all decision-making bodies, which directly affects the Student.

6.4.2 Facilitate the Student's participation in activities of the Program and the University students' association and external bodies related to dietetics.

- Student representation is important and is respected by the Program.

6.5. Student complaints. The Program will:

6.5.1 Ensure that a Student can make a complaint if they feel that they have been treated incorrectly and that any complaint procedure adopted by the Program and Faculty is open, transparent, and fair.

- The Program and University has processes which allow the reporting of incidents without fear of retaliation.
- For Program specific procedural complaints Students are referred to the MNDP Program Complaints Procedure which is located on the BUND Community iLearn site.
- For complaints of a more serious matter, detailed guidance is available in the University's Complaints and Feedback Procedure¹³
- To lodge formal feedback, complaints and student misconduct Student's should refer to the Feedback, Complaints and Student

¹³ Bond University Complaints and Procedure. Retrieved from [Complaints and Feedback Procedure V2 \(bond.edu.au\)](https://www.bond.edu.au) accessed 20 August 2023.

Misconduct Reporting portal¹⁴.

- Whilst every effort is taken to ensure sensitive and confidential treatment of complaints, escalation of a complaint to formal review requires consideration by a Complaint Review Committee and as such, at this point, confidentiality is no longer feasible.

¹⁴ Feedback, Complaints and Student Misconduct Reporting portal. Retrieved from [Feedback, Complaints and Student Misconduct Reporting | Advocate System \(symplicity.com\)](#) accessed 20 August 2023.

Appendix 1 – Standards, Regulations, Policies and Procedures

All Standards, Regulations, Policies and Procedures are accessed by the URL or on the Bond University Nutrition and Dietetics (BUND) Community page.

A complete list of Faculty and University policies and procedures can be found on the [Policies and forms | Bond University | Gold Coast, Queensland, Australia](#) webpage.

The BUND Community page is found on iLearn, listed under *Communities* on the left-hand side of the main page.

Standards/Regulations

- **Bond University Policies**
[Policies and forms | Bond University | Gold Coast, Queensland, Australia](#)
- **Bond University Student Charter**
[Student Charter \(bond.edu.au\)](#)
- **Dietitians Australia Code of Conduct**
[Code of Conduct for Dietitians & Nutritionists \(dietitiansaustralia.org.au\)](#)
- **Academy of Nutrition and Dietetics Code of Ethics for the Nutrition and Dietetics Profession**
[Code of Ethics for the Nutrition and Dietetics Profession \(eatrightpro.org\)](#)
- **Academy of Nutrition and Dietetics Revised 2017 Scope of Practice for the Registered Dietitian Nutritionist**
[Academy of Nutrition and Dietetics: Revised 2017 Scope of Practice for the Registered Dietitian Nutritionist - ScienceDirect](#)

Policies

- **Bond University Assessment Policy**
[Assessment Policy \(bond.edu.au\)](#)
- **Bond University Examination Process**
[Assessment | Bond University | Gold Coast, Queensland, Australia](#)
- **Bond University Intellectual Property Policy**
[Intellectual Property Policy V1.4 \(bond.edu.au\)](#)
- **Bond University Academic Integrity Policy**
[Academic Integrity Policy v2 \(bond.edu.au\)](#)
- **Bond University Social Media Policy**
[COR403.pdf \(bond.edu.au\)](#)
- **Bond University Student Acceptable Use of ICT Facilities Policy**
[Student Acceptable Use of ICT Facilities Policy \(bond.edu.au\)](#)
- **Faculty Vaccination Policy**
[HSM Immunisation Policy.pdf \(bond.edu.au\)](#)

Procedures

Faculty Procedures

- **Faculty Student Academic Misconduct Procedure**
[Student Academic Misconduct Procedure V2 \(bond.edu.au\)](#)

Program Procedures

Copies of the following program procedures are available to prospective students on request. To request copies of the procedures email dietetics@bond.edu.au. You can expect to receive a response within eight working days.

Copies of the following procedures are available for current students on the BUND Community Page. The BUND Community page is found on iLearn, listed under *Communities* on the left-hand side of the main page.

Program Recording Student Attendance and Absences Procedure

Student Assessment Procedure

Student Privacy and Records Procedure

Program Complaints Procedure

Internship Site Selection and Agreements Procedure

Student Participation in Supervised Practice Procedure

Internship Site Evaluation Procedure

Program Completion Procedure

Issuance of Verification Statement Procedure

Remote Student Procedure (Archived)

Appendix 2

SIGNED AGREEMENT – STUDENT COPY

I, the Student, understand the full content of this Charter and in summary will:

- Adhere to the student responsibilities as set out in items 5.1 to 5.10 of this Charter.
- Act in a professional manner in accordance with the Dietitians Australia Statement of Ethical Practice, Dietitians Australia Code of Professional Conduct, the Academy of Nutrition and Dietetics Code of Ethics for the Nutrition and Dietetics Profession and the Academy of Nutrition and Dietetics Scope of Practice for the Registered Dietitian Nutritionist, and in accordance with the requirements outlined by Bond University.
- Recognise and accept responsibility for my professional growth and development prior to and whilst enrolled in the Program and while attending Professional Placement and Research Internships.
- Undertake to be familiar with the expectations of each Internship before commencing the respective Internship.
- Participate fully in the student learning experience.
- Set myself realistic goals and challenges to enable self-directed learning.
- Make appropriate decisions based on critical reflection about my practice.
- Observe confidentiality requirements at all times.
- Be sensitive to and responsive to the unique features of each learning environment.
- Recognise, value and respect diversity.
- Be familiar with and act in accordance with legal, institutional, and industrial requirements that relate to my field experience.
- Fulfil the University's expectations of me during Internships regarding conduct and application to the learning process.
- Follow any lawful direction given to me by persons in authority during Internships.
- Be receptive to peer feedback, peer support, constructive feedback from staff, practice supervisors and others as an indication of my commitment to life-long learning.
- Initiate proactive steps to familiarise myself with the requirements of Internships and ensure compliance with immunisation, security, induction processes and any other requirements of the facility.

I, the Student, understand the requirements of practice and agree to the terms outlined

Student Name: _____

Signed: _____ **Date:** _____

Head of Department Name: _____

Signed: _____ **Date:** _____

All MNDP Students are required to sign this agreement before commencement of external engagements – this is a binding agreement for the duration of your enrolment in the Program.

SIGNED AGREEMENT – FACULTY COPY

I, the Student, understand the full content of this Charter and in summary will:

- Adhere to the student responsibilities as set out in items 5.1 to 5.10 of this Charter.
- Act in a professional manner in accordance with the Dietitians Australia Statement of Ethical Practice, Dietitians Australia Code of Professional Conduct, the Academy of Nutrition and Dietetics Code of Ethics for the Nutrition and Dietetics Profession and the Academy of Nutrition and Dietetics Scope of Practice for the Registered Dietitian Nutritionist, and in accordance with the requirements outlined by Bond University.
- Recognise and accept responsibility for my professional growth and development prior to and whilst enrolled in the Program and while attending Professional Placement and Research Internships.
- Undertake to be familiar with the expectations of each Internship before commencing the respective Internship.
- Participate fully in the student learning experience.
- Set myself realistic goals and challenges to enable self-directed learning.
- Make appropriate decisions based on critical reflection about my practice.
- Observe confidentiality requirements at all times.
- Be sensitive to and responsive to the unique features of each learning environment.
- Recognise, value and respect diversity.
- Be familiar with and act in accordance with legal, institutional, and industrial requirements that relate to my field experience.
- Fulfil the University’s expectations of me during Internships regarding conduct and application to the learning process.
- Follow any lawful direction given to me by persons in authority during Internships.
- Be receptive to peer feedback, peer support, constructive feedback from staff, practice supervisors and others as an indication of my commitment to life-long learning.
- Initiate proactive steps to familiarise myself with the requirements of Internships and ensure compliance with immunisation, security, induction processes and any other requirements of the facility.

I, the Student, understand the requirements of practice and agree to the terms outlined

Student Name: _____

Signed: _____ **Date:** _____

Head of Department Name: _____

Signed: _____ **Date:** _____

All MNDP Students are required to sign this agreement prior to the commencement of external engagements. This is a binding agreement for the duration of enrolment in the Program.