



# Continuing Competency Program Policies & Procedures

February 11, 2023

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<b>SECTION</b>	<b>Continuing Competency</b>			
<b>SUBJECT</b>	<b>Continuing Competency Program (CCP) Submissions</b>		<b>Policy # 1</b>	
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	Dietitians Act (2009)			
<b>Approved by Board of Directors</b>	<b>Effective</b> 2/11/23	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/2</b>

## **POLICY**

1. Upon the issuance of an active practice license, dietitians are notified of their CCP submission deadline. The submission deadline is the license renewal deadline. Upon registration, dietitians are advised to set two learning goals, and begin documenting learning activities and learning outcomes related to goals and other areas of practice.
2. Candidate dietitians who pass the May exam, are required to submit their first CCP by the next renewal deadline.
3. Candidate dietitians who pass the November exam are required to submit their first CCP by the subsequent renewal deadline.
4. New dietitians who come to Nova Scotia under labour mobility from another province are required to submit their first CCP by the next renewal deadline.
5. When dietitians return to active practice, they are due to complete the CCP (including learning log and e-Learning Module) at the next renewal deadline.
6. The CCP Toolkit and resources are posted on the NSCDN website under Dietitians/Competency Program.
7. If a dietitian fails to submit the required components of the CCP by the renewal deadline, the procedure shall be followed for a late renewal.

**PROCEDURE**

<b>Action</b>	<b>Responsibility</b>
<p><b>Issuance of Submission Deadline</b>            Upon issuance of an active practice license, a notice will be emailed indicating that the required components of the CCP are to be submitted in entirety by the license renewal deadline.</p>	<p>Registration Coordinator</p>
<p>For renewal, the Annual Renewal Instructions will be emailed and posted on the NSCDN website three months in advance of the renewal deadline indicating that the required components of the CCP are to be submitted in entirety by the renewal deadline.</p>	<p>Registration Coordinator</p>
<p><b>Receipt of CCP Submission</b>  <b>Complete CCP Submissions:</b>            All CCP submissions will be screened for completeness prior to the issuance of the license renewal. Completeness is screened by reviewing that there are two learning goals and at least one learning activity is related to each goal. As renewals are processed, the online renewal system notifies dietitians of whether their renewal has successfully been processed or whether it is incomplete.</p> <p><b>Incomplete/Late Submissions:</b>            The dietitian will be notified about what was missing from their CCP submission and that their registration will not be renewed until their submission is complete.</p>	<p>Registration Coordinator</p>

<b>SECTION</b>	<b>Continuing Competency</b>			
<b>SUBJECT</b>	<b>Continuing Competency Program (CCP) Audit Process</b>	<b>Policy # 2</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>				
<b>Approved by Board of Directors</b>	<b>Effective</b> 2-11-23	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/2</b>

## **POLICY**

Fifteen percent of dietitians' CCP submissions are audited annually through random selection and based on screening for satisfactory completion.

Auditors are NSCDN dietitians who volunteer to audit. For consistency and correctness, all auditors are trained on how to complete the audit. Returning auditors (who have not audited for two years) are required to upgrade or engage in training again. Two trained auditors review each submission that is labelled unsatisfactory to prevent discrepancies/inconsistencies in the auditing process.

Every effort will be made to keep submissions confidential and anonymous to auditors. If the auditor suspects they know the dietitian (e.g. auditor recognizes the information contained in the submission and is in close working or personal relationship with dietitian), they must declare to reduce bias in the audit process. The submission may be assigned to a different auditor.

Feedback will be sent to all dietitians who have had their CCP submission audited.

If a dietitian's submission is unsatisfactory, NSCDN will audit the dietitian's submission the subsequent year. Upon notification of audit results, support will be offered to the dietitian to facilitate understanding of the expectations of the CCP. A license will not be renewed if the subsequent submission is unsatisfactory.

**PROCEDURE**

<b>Action</b>	<b>Time</b>	<b>Responsibility</b>
Auditors are recruited and trained.	February	Practice Advisor
Submissions are screened for completeness according to Policy #1. When a screening deems a submission complete, but unsatisfactory, the submission will be flagged for audit. Late submissions be audited. The remainder of submissions for audit will be determined through random selection. To identify dietitians for whom their submissions will be audited, their license numbers will be randomly generated from an online random digit generator.	January - April	Staff
Submissions are audited.	By June 1	Auditor
<p><b>A. Satisfactory Review:</b> Feedback will be sent to all dietitians who have had their CCP submission audited indicating the overall quality of their submission.</p> <p><b>B. Unsatisfactory Review:</b> Unsatisfactory audit results are not limited to but include an incomplete submission or an audit score below 50%.</p> <ol style="list-style-type: none"> <li>1. If an auditor deems a CCP submission unacceptable, it is sent to a second auditor. If the second auditor deems the CCP submission unacceptable, the submission is sent to the Continuing Competency Committee (CCC) for review and a final audit.</li> <li>2. The Practice Advisor will send the dietitian a letter advising that the CCC has deemed their submission as unacceptable. The dietitian will receive the personalized letter by email with a read receipt. If the email is not opened within 5 business days, the letter will be sent by registered mail.</li> <li>3. The letter will indicate problem areas, specific suggestions for improvement, and follow up action(s), if required.</li> <li>4. The dietitian is advised to meet with the</li> </ol>	<p>By July 30</p> <p>By May 30</p>	Practice Advisor

<p>practice advisor to review program requirements.</p> <p>5. The dietitian’s CCP will be audited during the next renewal period. If the subsequent CCP is deemed unacceptable, the dietitian’s renewal application will not be processed.</p> <p>6. A dietitian may resubmit their CCP submission by <b>July 30</b>. The resubmitted CCP may be sent to auditors for final review, based on the discretion of the Practice Advisor. Step 5 is optional for dietitians. If the resubmission is acceptable, the dietitian’s subsequent CCP submission will not be audited.</p>		
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<b>SECTION</b>	<b>Continuing Competency</b>			
<b>SUBJECT</b>	<b>Continuing Competency Program (CCP) e-Learning Module</b>	<b>Policy # 3</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>				
<b>Approved by Board of Directors</b>	<b>Effective</b> 2-11-2023	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/1</b>

**INTRODUCTION**

The e-Learning Module is a mandatory component of the Continuing Competency Program. The Module supports dietitians to maintain a current understanding of the regulatory, provincial and federal requirements related to dietetic practice in Canada. The Module provides dietitians with information related to legislation, standards and guidelines that govern dietitians’ conduct, in particular the Dietitians Act, provincial legislation, standards of practice, and code of ethics. It is an open-book quiz.

**POLICY**

Successful completion of the e-Learning Module is a score of 80%. Dietitians will have unlimited attempts to score 80% on the online quiz.

Dietitians will complete the Module by the annual renewal deadline. If an active practice license is issued less than four months prior to the renewal deadline, the deadline shall be the subsequent year.

A license will not be renewed until the e-Learning Module is successfully completed. If the Module is completed after the deadline, a late fee will apply.



<b>SECTION</b>	<b>Continuing Competency</b>			
<b>SUBJECT</b>	<b>Extension of CCP Submission due to Illness</b>	<b>Policy # 4</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>				
<b>Approved by Board of Directors</b>	<b>Effective 02-11-2023</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/1</b>

## **POLICY**

If a dietitian is unable to complete their Continuing Competency Program (CCP) submission (including the learning log and e-Learning Module) by the renewal deadline due to personal or family illness, the dietitian must request an extension in writing with supporting evidence/documentation from a regulated health professional by the renewal deadline. The dietitian's license will be renewed, and an extension will be granted upon approval by the Registrar or Registration Committee.

If the extension is not approved, the complete CCP must be submitted by March 31.

If extension is granted, a complete CCP submission is required by September 30<sup>th</sup>. If the dietitian is unable to meet this deadline, a written request for an extension with supporting evidence/documentation must be sent to the Registrar by September 30<sup>th</sup>. If the extension is not approved, the member must submit their complete CCP by a deadline determined by the Registration Committee.

## **PROCEDURE**

<b>Action</b>	<b>Time</b>	<b>Responsibility</b>
1. Upon receipt of the request for extension, consult with the Registrar to determine whether an extension will be granted.	Upon receipt	Registration Coordinator
2. If the extension is granted, inform the dietitian by email with read receipt that the complete CCP is due by September 30 <sup>th</sup> and if they are unable to meet this deadline, a written request for an extension with supporting evidence/documentation must be sent to the Registrar.  If the initial extension is not granted, inform the member by email with read receipt that the complete CCP must be submitted by March 31.	Upon decision	Registration Coordinator

## Appendix A

### Terms of Reference: Continuing Competency Committee

The Continuing Competency Program (CCP) is a regulatory tool to ensure dietitians maintain competency to practice in a safe, ethical, and competent manner. The Program also supports dietitians to maintain their competence to practice dietetics. It is a proactive approach to continuing competence<sup>1</sup> to promote effective practice through lifelong learning. The Program reflects NSCDN's vision, mission, and values.

**General mandate:** The Continuing Competency Committee is a standing advisory committee established by the board of directors. Its purpose is to establish a CCP and relevant policies for approval by the board of directors.

**Specific responsibilities:** The Continuing Competency Committee is responsible for

- Maintaining a current understanding of trends in professional regulation as they pertain to continuing competency.
- Monitoring, evaluating, and revising the CCP.
- Identify the need for education resources to support dietitians to effectively complete the Program.
- Developing an audit tool.
- Participating in the audit process.
- Developing and monitoring policies and procedures relevant to the CCP.

The activities of the Continuing Competency Committee shall be conducted in accordance with the Act, Bylaws and relevant policies.

**Frequency of meetings:** The Continuing Competency Committee will meet at the call of the Chair 3-5 times/year and may meet more if required.

**Membership and size of committee:** The board of directors appoints committee members for a two-year term. The Chair maintains a succession plan to ensure experienced and new perspectives. The committee consists of 5 to 7 active practice licensed dietitians.

**Reporting obligations:** As an operational committee, the Continuing Competency Committee reports to the registrar. Meeting minutes are sent to the registrar after each meeting.

**Annual evaluation of the committee's effectiveness:** The Continuing Competency Committee completes an annual committee evaluation in June.

<sup>1</sup> Continuing competence is the ongoing ability to integrate the appropriate knowledge, skill, judgement, and attitude required to practice safely, ethically, and effectively.