



# The Nova Scotia Dietetic Association

## Registration Policies

Latest revision: July 2021

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## ***INTRODUCTION***

The purpose of the policy and procedure manual is to:

- Assist with orientation by serving as a training tool for new staff and committee members;
- Provide guidance for consistency and continuity in the management of the organization;
- Serve as a record of specific policies to direct decision-making.

The policy and procedure manual includes policies, procedures and reference material relevant to the Nova Scotia Dietetic Association.

The board of directors approves policies related to NSDA's core functions (registration, continuing competency, complaints and professional practice), governance and finances.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Temporary Registration</b>	<b>Policy # 4.01</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>NSDA Bylaws (2007)</b>			
<b>Approved by the NSDA Board of Directors</b>	<b>Effective 10-21-99</b>	<b>Reviewed 01-03-17 03-07-20</b>	<b>Revised 01-03-17</b>	<b>Page 1/2</b>

## **POLICY**

Individuals wishing to become NSDA members must make application to NSDA.

All applicants shall be required to pass the Canadian Dietetic Registration Examination (CDRE) unless they are presently a member in good standing of another Canadian regulatory body.

A category entitled Temporary Membership, as described in the NSDA by-laws, revised 2007, and shall be made available for individuals writing the CDRE who meet all other non-exemptible and exemptible requirements with the exception of the examination. All applicants are expected to write the next available sitting of the CDRE. The Registration Committee may grant an extension based on the written request of the applicant stating sufficient reason. The decision to grant an extension is solely determined by the Registration Committee and their decision is final.

In the case of failure of the CDRE, the applicant may request an extension of the Temporary Membership. They must be able to defend their request for an extension to the Registration Committee and show, if they are working, that they are in an environment that supports their professional development.

In the case of failure of the second attempt of the CDRE, the candidate's Temporary Membership is revoked and NSDA notifies their employer. Upgrading will be required before the third and final attempt at the CDRE is made.

Temporary Members shall have all rights and privileges of Members except: voting privileges; eligibility to be an officer or director; and use of designations as outlined in the Professional Dietitians Act. Temporary Members must use the designation Professional Dietitian (candidate), or P.Dt.(c).

Upon receiving a completed online application, and the payment of appropriate fees, paid in full, a temporary license to practice in Nova Scotia as a dietitian/nutritionist is granted.

## PROCEDURE

Action	Time	Responsibility
<p>1. Upon receipt of online application form, payment of application fee, temporary membership fee and required documents (original university transcripts*, original confirmation of accredited internship* and copy of birth certificate or passport), review application package and determine eligibility.</p> <p>*Original documents are submitted in a sealed envelope from the applicant or directly from the education institution.</p>	One week	Executive Manager (EM)
<p>2. Deposit application fees and prepare an official receipt in the name of the applicant if payment is made by interac e-transfer, cash, cheque or money order.</p>	One week	EM
<p>3. Confirm registration, license number, and inform re. exam procedures, send application receipt (if applicable*) and orientation package,^ assign a temporary membership number in the online register.</p> <p>*Receipt is accessed online if online payment is submitted            ^Orientation package consists of the Code of Ethics and Orientation Handout</p>	2 to 3 weeks	EM

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Renewal of Temporary Membership</b>	<b>Policy # 4.02</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>NSDA Bylaws (2007)</b>			
<b>Approved by the NSDA Board of Directors</b>	<b>Effective 06-23-17</b>	<b>Reviewed 03-07-20</b>	<b>Revised 05-11-18</b>	<b>Page 1/1</b>

## Policy

Temporary members who have unsuccessfully written the Canadian Dietetic Registration Exam (CDRE) may apply for a renewal of their temporary membership. A candidate may only request renewal of temporary membership after the first failure. Renewals will not be considered after second and subsequent failures.

Acceptance will be based on meeting all the following criteria:

- The candidate meets all criteria for initial registration as a temporary member according to the Professional Dietitian’s Act and Bylaws, and
- The candidate has regular communication with a professional dietitian as a mentor. The mentor has current experience in the relevant practice area, and
- If the mentor is not employed at the candidate’s work setting and if the candidate is employed in a clinical setting (provides direct client care including medical nutrition therapy), an onsite regulated health professional agrees to serve as a support to the candidate to appropriately address professional practice issues, and
- The mentor(s) confirm to the executive manager that they are aware of the candidate’s exam results and declare their willingness to serve as mentors, and
- The candidate and mentor(s) agree to document the nature and timing of the communication that takes place between themselves. The documentation is signed by the temporary member and mentor(s).

If the executive manager does not approve the renewal, the candidate may appeal the decision to the Registration Committee.

It is the candidate’s responsibility to find mentorship.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Registration through labour mobility</b>	<b>Policy # 4.03</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>NSDA Bylaws (2007)</b>			
<b>Approved by the NSDA Board of Directors</b>	<b>Effective 01-03-16</b>	<b>Reviewed 6-24-18</b>	<b>Revised 6-24-18 03-07-20</b>	<b>Page 1/1</b>

Individuals registered in good standing in another Canadian jurisdiction are eligible for registration in the same license classification (under the Agreement on Internal Trade).

<b>Action</b>	<b>Time</b>	<b>Responsibility</b>
1. Upon receipt of online application form, payment of application fee, and license fee, review application package and determine eligibility.	One week	Executive Manager (EM) or designate
2. For Canadian jurisdictions, use the Labour Mobility Verification Form. The Form is only valid for one month from the date of completion.	One week	EM or designate
3. Deposit application fees.	One week	EM
4. Confirm license number and send orientation package. ^Orientation package consists of the Code of Ethics and Orientation Handout	2 to 3 weeks	EM or designate

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>License Renewal</b>	<b>Policy # 4.04</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>NSDA Bylaws (2007)</b>			
<b>Approved by the NSDA Board of Directors</b>	<b>Effective 06-17-08</b>	<b>Reviewed 01-03-16</b>	<b>Revised 01-03-17 03-07-20</b>	<b>Page 1/1</b>

## **POLICY**

Members are required to renew their license by March 31 of each year. Members are required to complete the renewal form, Continuing Competency Program (CCP) online learning log, update their professional portfolio, declare on the renewal form that their professional portfolio is up-to-date, and pay their renewal fees. The NSDA's executive manager will then grant renewal of the member's licence.

## **PROCEDURE**

<b>Action</b>	<b>Time</b>	<b>Responsibility</b>
1.0 Update and send license renewal reminder to members by mail and email.	January 31.	Executive Manager (EM)
2.0 Deposit cheques into NSDA account.	Within two weeks of receipt	EM
3.0 Issue license to member upon receipt of a complete renewal package	April 30	EM or designate



<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Late fee/forfeiture of license</b>	<b>Policy # 4.05</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>NSDA Bylaws (2007)</b>			
<b>Approved by the NSDA Board of Directors</b>	<b>Effective 06/17/2008</b>	<b>Reviewed 01-03-17 03-07-20</b>	<b>Revised 01-03-17</b>	<b>Page 1/1</b>

## **POLICY**

Members who have not renewed their license by May 15 automatically forfeit their membership and license to practice.

Any person who has forfeited membership may apply for re-admission as per [policy 4.10](#)

## **PROCEDURE**

<b>Action</b>	<b>Time</b>	<b>Responsibility</b>
1.0 Send notice via registered mail that registration has not been renewed and that registration may be renewed only upon payment of a late registration penalty and any outstanding submission (payment of renewal fee, completion of renewal form and/or online learning log). Payment and CCP must be received by April 30.	April 15	Executive Manager(EM)
2.0 If registration has not been renewed by April 30, the member, and their employer (if working in NSDA's jurisdiction as a dietitian) are informed that membership will be forfeited on May 15.	April 30	EM
3.0 If registration has not been received by May 15 the member's name is removed from the register and the employer is notified.	May 15	EM
4.0 Publish names of forfeitures in the NSDA annual report.		EM

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Membership fees/partial reimbursement</b>	<b>Policy # 4.06</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>				
<b>Approved by Board of Directors</b>	<b>Effective 06/17/2008</b>	<b>Reviewed 01-03-17</b>	<b>Revised 01-03-17 03-07-20</b>	<b>Page 1/1</b>

## **POLICY**

Individuals submitting an application after September 30 for a full license shall pay half of the annual registration fee.

Registrants resigning from a full license before September 30 are entitled to a refund of half the annual registration fee.

Temporary members who resign prior to the writing of the Canadian Dietetic Registration Examination are entitled to a refund of half of the temporary membership fee paid.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Resignations</b>	<b>Policy # 4.07</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>				
<b>Approved by the NSDA Board of Directors</b>	<b>Effective 06/17/2008</b>	<b>Reviewed 01-03-17 03-07-20</b>	<b>Revised 01-03-17</b>	<b>Page 1/1</b>

## **POLICY**

NSDA shall inform members at the time of renewal that resignation must be received in writing.

## **PROCEDURE**

<b>Action</b>	<b>Time</b>	<b>Responsibility</b>
1. Record date of resignation in register.	Upon receipt	Executive Manager (EM)
2. Publish resignations in annual report.		EM
3. Send acceptance of resignation signed by the EM with any appropriate refund of fees.	Upon approval	EM
4. Keep file for a three-year period, unless Nova Scotia is the point of entry into the profession and original documents are on file; these must be kept indefinitely.	Upon receipt	EM

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Use of Titles</b>	<b>Policy # 4.08</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Professional Dietitians Act</b>			
<b>Approved by the NSDA Board of Directors</b>	<b>Effective 11/30/09</b>	<b>Reviewed 01-03-17 03-07-20</b>	<b>Revised 01-03-17</b>	<b>Page 1/1</b>

## **POLICY**

Unauthorized individuals using protected titles are sent a cease and desist letter. A person not licensed under the Professional Dietitians Act may not use the titles or designations dietitian or nutritionist, or the initials P.Dt. or Dt.P, either alone or in combination with other words, letters, or descriptions as per Section 12(2) of the Act.

## **PROCEDURE**

<b>Action</b>	<b>Responsibility</b>
1. Inform the individual and employer (if applicable) that they are in violation of the Act.  If the individual is a regulated health professional, inform the relevant regulatory body of the violation.	Executive Manager (EM)
2. If individual does not comply within 20 days of receiving notice of violation, arrange for legal counsel to send letter.	EM
3. If individual remains in violation of the act 14 days after the employer receives notice of violation, NSDA has the right to have charges brought against the individual as per Section 12(3) of the Act.	EM

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Reinstatement</b>	<b>Policy # 4.10</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Professional Dietitians Act</b>			
<b>Approved by the NSDA Board of Directors</b>	<b>Effective 02/03/2008</b>	<b>Reviewed 06-24-18</b>	<b>Revised 06-24-18 03-07-20 05-26-20 05-05-21</b>	<b>Page 1/3</b>

**-POLICY**

1. All applicants, including former registrants who re-apply, must meet the non-exemptible requirements as specified in Section 9 of the Professional Dietitians Act.
2. All applicants shall be required to pass the Canadian Dietetic Registration Examination (CDRE) unless they are presently a member in good standing of another Canadian regulatory body or previously wrote and passed the CDRE.
3. If an applicant is not registered with another Canadian dietetic regulatory body and if the CDRE was written more than three years before the date of application, the applicant must:
  - A. Provide evidence that they are registered as a dietitian in another jurisdiction as a member in good standing, declared that they have practised a minimum of 600 hours in three years immediately preceding the date of application and has met the regulatory body's continuing competency program requirements.

OR

- B. Satisfy the Registration Committee that, if the professional is not regulated in the other jurisdiction, the employer(s) must confirm dietetic employment in good standing, including a description of the role, confirmation of the 600 hours/3 years, and that they have practised competently and that there has been no incident of professional misconduct. The applicant provides evidence of continuing competency for the past three years acceptable to the Registration Committee based on the CCP audit tool\*.

\*applicant would not necessarily have goals but areas of focus

OR

- C. Have successfully completed academic upgrading (minimum grade of B- or 70%) and/or an upgrading practicum and/or the College of Dietitians of Ontario's Practice Based Assessment as outlined by the Registration Committee.
4. The Registration Committee will provide the applicant with direction and a timeline for completing the upgrading deemed necessary. The decision will be based on thorough

consideration of the applicant’s academic qualifications, practical training, related work experience, and evidence of continuing competence activities.

## PROCEDURE

Upon application, request

- verification of successful completion of the CDRE directly from the Canadian dietetic regulatory body that holds the results,
- Verification of registration in good standing in the other jurisdiction(s) (or from the employer(s) if the applicant is not regulated the other jurisdiction),
- Verification of meeting the regulatory body’s CCP requirements
- (for 3B) – evidence of continuing competency activities for the past three years congruent with NSDA’s audit tool for the Registration Committee’s approval
- The employer to send NSDA verification of practice hours describing the nature of practice, and number of hours.

### PROCEDURE FOR 3(c): DETERMINING UPGRADING REQUIREMENTS

Action	Time	Responsibility
1. Request that the applicant submit <ul style="list-style-type: none"> <li>• a resume,</li> <li>• documentation of competence activities based on the Integrated Competencies for Dietetic Education and Practice (ICDEPS).</li> </ul>	Within two weeks of receipt of application	staff
2. Review the documentation and meet with the candidate, if possible and appropriate, to determine if academic and/or practicum upgrading and/or PBA is necessary prior to writing the CDRE (if applicable).	Within one month of receipt of documentation	Registration Committee
3. Determine the academic and/or practicum upgrading required based on the applicant’s experience and the following guideline.  <b>Academic Upgrading:</b> A minimum of one half-credit course (equal to 3 practice hours) is required for each 3-year period since lapse in practice or registration. 0-3 year lapse: one half-credit course Advanced Clinical Nutrition  4 -6 year lapse: two half-credit courses Advanced Clinical Nutrition <u>and</u> Management (e.g. Basic Principles of Management, Food Service Management, Quantity Food Production Management) <u>or</u> Health Promotion or Population Health  7--9 year lapse: three half-credit courses Advanced Clinical Nutrition <u>and</u>	Within one month of making decision to require upgrading	Registration Committee

<p>Management (e.g. Basic Principles of Management, Food Service Management, Quantity Food Production Management) <u>and/or</u> Health Promotion or Population Health</p> <p>10-12 year lapse: four half-credit courses Advanced Clinical Nutrition <u>and</u> Management (e.g. Basic Principles of Management, Food Service Management, Quantity Food Production Management) <u>and/or</u> Health Promotion or Population Health <u>and/or</u> Professional Practice <u>and/or</u> Advanced Foods</p> <p>Over 12 years: five half-credit courses Advanced Clinical Nutrition <u>and</u> Management (e.g. Basic Principles of</p>		
<p>Management, Food Service Management, Quantity Food Production Management) <u>and/or</u> Health Promotion or Population Health <u>and/or</u> Professional Practice <u>and/or</u> Advanced Foods</p> <p>All courses must be advanced study (third or fourth year) from a PDEP accredited university or be approved by the Registration Committee.</p> <p>Academic upgrading must be started prior to the Upgrading Practicum, but can reasonably overlap with it.</p> <p><b>Upgrading Practicum</b></p> <p>The Registration Committee may require an upgrading practicum required.</p> <p>The Upgrading Practicum</p> <ul style="list-style-type: none"> <li>- must include placement in Clinical Nutrition,</li> <li>- may include placement in Community and/or Food Service practice areas,</li> <li>- must be at least 12 weeks duration</li> <li>- must be arranged by the applicant and approved by Registration Committee prior to commencement,</li> <li>- may be extended as required to meet the unique learning and training needs of the applicant as determined by the applicant, supervising dietitian(s) and/or Registration Committee,</li> <li>- must be completed in Canada,</li> <li>- must be supervised by a dietitian(s)</li> <li>- must be confirmed by acceptable documentation of attainment of competencies.</li> </ul>		
<p>4. Provide the applicant with</p>	<p>Within two weeks</p>	<p>Executive Manager</p>

<ul style="list-style-type: none"> <li>- Reason(s) upgrading is required, as determined by the Registration Committee</li> <li>- Time frame for completing required upgrading, as determined by the Registration Committee</li> <li>- the following documents: <i>Planning and Documenting your Upgrading Practicum</i> and <i>Supervising/Coordinating an Upgrading Practicum</i> (to be given to supervising dietitian).</li> </ul>	of determining the upgrading requirements	
<p>The Registration Committee will determine that academic and practical training upgrading requirements have been met by:</p> <ul style="list-style-type: none"> <li>- reviewing original transcripts of successfully completed course(s); and</li> <li>- reviewing original verification from the supervising dietitian(s) that all aspects of the program design have been successfully completed and that required duration has been met.</li> </ul>	Within 6 weeks of receipt of transcripts and verification.	Registration Committee



<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Eligibility to write the Knowledge Competency and Assessment Test (KCAT)</b>		<b>Policy # 4.11</b>	
<b>APPLICABLE GOVERNANCE DOCUMENT</b>				
<b>Approved by the NSDA Board of Directors</b>	<b>Effective</b>	<b>Reviewed 03-07-20</b>	<b>Revised</b>	<b>Page 1/3</b>

## **POLICY**

The qualifications of internationally trained applicants will be assessed to determine if the applicant's academic and practical training are reasonably related to the requirements for registration obtained through Canadian dietetic accredited programs. Language proficiency in English, history of ethical and competent practice, good character and conduct, and eligibility to work in Canada will be assessed and pass of the CDRE will also be required.

Documentation submitted must be the original documentation or notarized copies. If documents are in a language other than English, notarized translations must be provided.

To be eligible to write the KCAT, an applicant must demonstrate

- completion of a degree and practicum reasonably related to dietetics, and
- appropriate language proficiency.

## **PROCEDURE**

<b>Action</b>
<ol style="list-style-type: none"> <li>1. The executive manager will review documentation to determine the applicant's eligibility. If there is uncertainty whether criteria have been met, Registration Committee shall decide.</li> <li>2. Table 1 describes the eligibility criteria and lists the documents that an applicant must provide as evidence of meeting the eligibility criteria. Acceptable alternatives to the required documents are also indicated.</li> <li>3. An applicant must demonstrate that they have made attempts and are unable to access the required documents before the acceptable alternative documentation will be considered.</li> <li>4. If the applicant completed education and/or practical training which did not address all three areas of practice, they may be counseled about the probability that the KCAT will identify this area of practice as a gap. The candidate may choose to complete course work in the missing area of practice prior to the KCAT or they may choose to take the</li> </ol>

- KCAT first, so that they are armed with complete information about gaps that must be filled when start taking courses.
5. Unsuccessful applicants will be advised of the right to appeal the eligibility decision.
  6. Appeals of KCAT eligibility will be considered by the Registration Appeals Committee.
  7. History of ethical and competent practice  
Documentation of past employment is on the application form. NSDA contacts past employers/regulatory bodies to confirm history of ethical and competent practice.

Table 1. Required Documents and Acceptable Alternatives for Demonstrating Eligibility to Write the KCAT

Criteria being evaluated	Required Document	Acceptable Alternative
1. Undergraduate degree reasonably related to dietetics, food or nutrition.	World Education Services Assessment (sent directly to NSDA) confirming that the transcript/degree are authentic and that the level of the degree is at least equivalent to a bachelor’s (undergraduate) degree in Canada AND Official Transcript (sent directly to NSDA by the institution or WES).	Proof that the applicant was accepted into a Canadian graduate degree, if the admission requirements for the graduate degree include completion of an undergraduate degree. In exceptional circumstances the applicant may make a declaration about their education.
2. Practical training in dietetics, OR Completion of required education/training qualifies the applicant to practice and/or be officially recognized as a dietitian in the country of training.	Official Transcript or letter (sent directly to NSDA by the institution or WES) showing practical training was completed as part of the degree OR Official letter from the university, regulatory body or hospital (sent directly to	In exceptional circumstances, proof of dietetic practice in another jurisdiction may be accepted as an alternative for proof of practical training. In exceptional circumstances, the applicant may make a declaration about their practical training or dietetic practice.

	NSDA by the institution) which confirms that the applicant's education qualifies them to practice as a dietitian in the country where the institution is located.	
3. Language Proficiency	<p>IELTS (Academic) overall band score of 6.5 (report must be sent directly to NSDA from the institution) or TOEFL IBT report with overall Score of 79. (report must be sent directly to NSDA from the institution)</p> <p>NSDA's English language requirement for licensure:  TOEFL – computer score of 213/internet score of 80 and test of spoken English score of 50  Or IELTS – total band score of 7</p>	Proof (sent directly from the institution to NSDA) that English was the primary language of instruction in the applicant's primary, secondary or postsecondary schooling.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>KCAT or PBA Appeal Process</b>	<b>Policy # 4.13</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>				
<b>Approved by the NSDA Board of Directors</b>	<b>Effective 03-07-20</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/2</b>

### **Policy Statement**

Candidates who have a failing score on the Knowledge and Competency Assessment Test (KCAT) or the Performance-Based Assessment (PBA) shall have the right to appeal their examination results based only on (a) irregularities in the examination administration process or (b) extraordinary, unforeseen, personal and not pre-existing circumstances that arise on the day of the exam. The following circumstances may support an appeal request but are not limited to the following conditions:

- Exam procedures that vary significantly from the standard
- Extraordinary circumstances (e.g. family emergency, bomb scare or fire alarm during exam which led to substantial interruption)
- Illness on the day of the exam
- Accommodation (approved by the College in advance of the exam) not adequately implemented for the exam

### **Procedure**

A failing candidate choosing to appeal their examination result must, within 20 calendar days of the sending of the examination results to the candidate, submit a written request to NSDA detailing the nature of the appeal. The candidate must pay the appeal fee before the appeal will be considered.

The candidate can withdraw their appeal up until a decision is made. The appeal fee is not refundable.

NSDA will acknowledge the appeal from the candidate in writing within 5 business days of receiving the request. The acknowledgement letter will outline the appeal process, the expected timelines, and possible outcomes.

Following the review of the appeal, the Registration Committee will notify the candidate in writing of its decision and the reason(s).

The decision of the Registration Committee is final.

If the appeal is successful:

- The candidate is allowed to re-write at the next administration of the KCAT or PBA at no additional cost for an administrative-related appeal and the examination that was appealed will not be counted as a failed attempt;
- The appeal fee will be refunded for administrative-related appeal issues, but not for appeals granted for extraordinary personal circumstances. In the latter instance, candidates will be responsible for the cost of their next exam attempt
- Results of an examination will not be reversed from fail to pass.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Access to registration records requests</b>	<b>Policy # 4.14</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>				
<b>Approved by the NSDA Board of Directors</b>	<b>Effective 03-07-20</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/2</b>

The Nova Scotia Dietetic Association (NSDA) will provide an applicant with access to records held by the NSDA that are related to the applicant's application.

### **Request**

1. Requests for access to an applicant's records must be made to the executive manager in writing.
2. Written requests may be made to the executive manager by email.
3. Requests for access to an applicant's records may be made by the applicant him/herself or by any person authorized by the applicant, in writing, to communicate with the NSDA on the applicant's behalf.

### **Timing**

1. The NSDA will respond to an applicant's request for access to their records within business 10 days of receiving the applicant's request.
2. Where an applicant's request for access to their records cannot be accommodated within 10 days, the NSDA shall inform the applicant of the timeframe when their records will be accessible, such timeframe not to exceed 30 days from the date of the applicant's request.
3. The NSDA will retain copies of records relating to an applicant's application for 5 years following receipt of a complete application package for the applicant.

### **Exclusions**

4. The NSDA will not provide access to the following documents that may form part of an applicant's record:
  - a. the document or any information in the document is subject to a legal privilege that restricts disclosure of the record or the information, as the case may be
  - b. another enactment, including an Act of the Parliament of Canada or a regulation made pursuant to such an Act, or a court order or order of a quasi-judicial tribunal prohibits disclosure of the document or any information in the document in the circumstances;
  - c. granting the access could reasonably be expected to lead to the identification of a person who provided information in the record to the regulating body explicitly or implicitly in confidence, and the regulating body considers it appropriate in the circumstances, that the identity of the person be kept confidential;

- d. granting the access could reasonably be expected to threaten or harm the mental or physical health or the safety of another person; or
- e. granting the access could negatively affect public safety or could undermine the integrity of the registration process.

**Access**

- 5. The NSDA will provide copies of an applicant's records by mail, electronically, or facsimile, as requested by the applicant.
- 6. In the event that NSDA refuses to provide access to all of the applicant's documents it holds, NSDA will provide reasons for denying access.

**Fees**

- 7. The NSDA will charge a fee for making an application file available to an applicant, which will not exceed the amount of reasonable cost recovery.
- 8. The applicant will be informed of the fee amount, and said fee must be paid, before the records will be released to the applicant.
- 9. If an applicant requests their records be sent by courier, the applicant shall pay the cost of the courier service.

**Corrections**

- 10. If an applicant believes the information held by the NSDA is inaccurate, the applicant may request that the NSDA correct its records by making a written request to the executive manager with documentation supporting the applicant's request.

**Approved by the Nova Scotia Dietetic Association's board of directors on April 15, 2020.**

**NSDA Policy: Temporary Reinstatement of Dietitians Applying to Assist in Emergency Situations**

In the event of an emergency situation, the NSDA has a mechanism for temporary reinstatement of dietitians who are willing to assist with an emergency or health crisis in Nova Scotia. Dietitians may be eligible for temporary reinstatement with NSDA provided they meet the following criteria for registration:

The applicant

- a) was a member in good standing at the time of resignation;
- b) held a license within the past 5 years; and
- c) was active in clinical practice within the past 5 years.

Applicants who do not meet (c) may be considered for a temporary reinstatement with NSDA under an agreement that the employer has identified a non-clinical role within the institution under which the dietitian can practice.

The NSDA board of directors authorizes the executive manager to issue a license for 60 days and to waive the application and registration fees for an applicant who is applying for a license for the purpose of assisting with a declared emergency situation or health crisis in Nova Scotia where there are critical staff shortages in a Health Authority or a private company. Should the situation extend beyond 60 days, the executive manager is authorized to extend the temporary reinstatement license as dictated by the emergency response needs, not exceeding a total of one year.

Should the dietitian wish to remain licensed beyond the crisis, Registration Policy 4.10 will apply and payment of the applicable application and registration fees will be required.

<sup>1</sup> a clinical role is one that involves the provision of services to meet the nutrition-care needs of individuals



## Appendix A

### Terms of Reference: Registration Committee

**General mandate:** The Registration Competency Committee is a statutory standing committee established by the Board. Its purpose is to oversee and facilitate an evidence-based, fair, timely, transparent and equitable process to register dietitians competent to practice.

Specifically, the Registration Committee is responsible for

- Developing and monitoring the effectiveness of policies and procedures to support the Committee's general mandate
- Upon referral by the executive manager, determining whether an applicant meets all the criteria for registration in an applicable registration and license category

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

#### **Specific responsibilities:**

- Establish policies that address assessment for registration
- Establish or endorse methods and tools to assess the competence of applicants
- Establish the proficiency level of English required for registration
- Establish the information required from applicants/members that demonstrates capacity, competence, capability and character to safely and ethically practise dietetics
- Use discretion to grant one extension to candidates after failure of the registration examination
- Define acceptable supervision of candidate members
- Provide written reasons to applicants when registration or a license has been refused, and when conditions or restrictions have been imposed on a license without the applicant's consent

**Frequency of meetings:** The Registration Committee will meet at the call of the Chair four times per year to a maximum of 12 meetings per year.

**Size and membership of committee:** The Board appoints the committee chair and members of the Registration Committee. The committee will consist of not fewer than two dietitians. The Committee will strive to have broad representation from various practice settings, including university representation.

**Quorum:** A quorum at any Registration Committee meeting shall be the majority of its membership. All decisions require the vote of a majority of the Committee.

**Ability to retain expert resources:** The Registration Committee retains the right to consult experts in the field of professional regulation.

**Reporting obligations:** The Registration Committee reports to the executive manager.

**Annual evaluation of the committee's effectiveness:** The Registration Committee completes a committee evaluation in accordance with the Board's macro agenda.

Each member of the Committee has all the rights, powers, privileges and immunities of a commissioner appointed pursuant to the Public Inquiries Act.

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#### ***Vision***

Trust and excellence in regulation and practice

#### ***Mission***

In the public interest, NSDA regulates dietitians and nutritionists to practice in a safe, ethical and competent manner.

#### ***Values***

Innovation  
Trustworthy  
Effectiveness  
Ethical  
Accountability