



NOVA SCOTIA COLLEGE OF
Dietitians AND
Nutritionists

Committee Member Application

Nova Scotia College of Dietitians and Nutritionists

The Nova Scotia College of Dietitians and Nutritionists (NSCDN) is the regulatory body for the profession of dietetics in Nova Scotia. In the public interest, the NSCDN regulates dietitians and nutritionists to practice in a safe, ethical and competent manner.

The Nova Scotia College of Dietitians and Nutritionists

In the public interest, the Nova Scotia College of Dietitians and Nutritionists (NSCDN) regulates dietitians and nutritionists to practice in a safe, ethical and competent manner. It sets standards for registration, licensing, and professional conduct, addresses complaints, and promotes the ongoing competence of dietitians and nutritionists for the benefit of Nova Scotians. The College is governed by its Board of Directors, which is composed of dietitians and members of the public appointed by the Governor in Council. The Board appoints committee members to committees. Committees support the College in making regulatory decisions in the public interest.

Application Requirements

All applicants must submit the following:

- Application form
- Conflict of Interest Declaration form (found on page 9)
- Current resume

Please contact NSCDN at info@nscdn.ca with any questions or requests for assistance regarding the application process.

Committee Information

Continuing Competency Committee

The Continuing Competence Committee is responsible for overseeing and evaluating programs that promote registrant lifelong learning to safeguard competence in registrant practice. The committee also conducts annual reviews of unsatisfactory CCP audits. By monitoring the CCP and addressing audit issues, the committee helps uphold professional standards, protect the public, and ensure registrants meet evolving practice requirements. Auditor experience is required for this Committee. The Committee meets 3-5 times per year via a virtual platform.

Registration Committee:

The Registration Committee is responsible for overseeing and facilitating a fair, timely, transparent, and equitable process for registering and licensing dietitians. The Committee is tasked with developing and monitoring policies and procedures that support its mandate, as well as determining, upon referral by the registrar, whether an applicant meets all the necessary criteria for registration or licensure. The Committee's activities are conducted in accordance with the Act, Regulations, Bylaws, and relevant NSCDN policies. The Committee meets on an as needed basis, typically four times per year through a virtual platform. Training is provided to members.

Registration Appeal Committee

The Registration Appeal Committee is a statutory committee to oversee a fair, transparent, and evidence-based registration appeal process. It reviews appeals, assesses evidence, and determines appropriate actions. The Committee operates in accordance with the Act, Regulations, Bylaws, and NSCDN policies, consulting legal counsel as needed. The Committee meets on an as-needed basis, which may result in no meetings during a licensing year. Training is provided to members before handling appeals.

Complaints Committee

The Complaints Committee reviews complaints against registered professionals to determine if their actions meet the regulatory body's standards. The committee assesses evidence and decides whether disciplinary measures or remedial actions are necessary. Operating under relevant Acts, regulations, and policies, the Committee may consult legal counsel during proceedings. The Committee meets on an as-needed basis, which may result in no meetings during a licensing year. Training is provided to members before a complaint proceeding.

Professional Conduct Committee

The Professional Conduct Committee conducts formal hearings into the allegations referred by the Complaints Committee. For each matter, a panel hears evidence to determine whether one or more of the allegations against a registrant can be proven true, and if so, whether such proof amounts to a finding of professional misconduct, incompetence, incapacity and/or conduct unbecoming the profession. The activities of the Professional Conduct Committee are conducted in accordance with the Act, Regulations, Bylaws and relevant NSCDN policies. The Committee convenes on an as-needed basis, which may result in no meetings during a licensing year. Training is provided for Committee members before reviewing any professional conduct concerns.

Fitness to Practise Committee

The Fitness to Practise Committee evaluates whether a registrant is affected by a medical, physical, mental, or emotional condition, disorder, or addiction that impairs their ability to practice competently or poses a risk to the health and safety of clients. If the committee determines this to be the case, it will identify non-disciplinary actions necessary to protect the public when the registrant seeks to return to practice. The Committee meets as needed, which may result in no meetings during a licensing year. Members receive training before engaging in fitness to practice reviews.

More information regarding these committees can be found in the Dietitians Act and Regulations.

Application Form

SECTION 1 – APPLICANT INFORMATION

Full Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

SECTION 2 – COMMITTEE PREFERENCES

Please indicate the committee(s) you are interested in joining. Please note that applications will only be considered for committees currently seeking new members. If opportunities to join other committees arise in the future, you are welcome to apply at that time.

- Registration Committee
- Registration Appeals Committee
- Complaints Committee
- Professional Conduct Committee
- Fitness to Practise Committee
- Continuing Competency Committee

SECTION 3 – SELF-IDENTIFIED COMPETENCIES AND ATTRIBUTES

Knowledge/Understanding of	Yes	No
Governance		
Regulatory Policy		
Policy Development		
Risk Management		
Objectivity		
Critical Thinking/Problem-solving		
Effective Communication		
Cultural Competence		
Time-Management		
Legal considerations		
Experience in	Yes	No
Cultural Competence		
Leadership		
Chair Experience		
Policy Development		
Patient/Client Advocacy		
Teamwork		
Defensible decision Making		
Effective Communication		
Risk Management		
Relationship Building		
Displaying objectivity		
Engaging in critical thinking & problem solving		

Please elaborate on these in the statement of interest below.

SECTION 4 – PROFESSIONAL ASSOCIATION

The Regulated Health Professions Act (2023) defines a professional association as “*a national or provincial association that is not a regulatory body whose members are persons practicing a health profession and that has the goal of furthering the interests of the profession and its members*”

Do you currently hold a leadership role with a professional association?

Yes No

Have you held a leadership role with a professional association in the past 24 months?

Yes No

If you answered yes to either of the above professional association questions, please use the box below to describe the association and the role held.

SECTION 5- STATEMENT OF INTEREST

Why are you interested in this volunteer position? Please use this space to describe any qualities or skills you would like to share for consideration.

SECTION 6- STATEMENT OF INTEREST

NSCDN is committed to fostering diversity and inclusion and strives to have representation from diverse individuals including those who identify as Mi'Kmaq/Indigenous People, African Nova Scotians, People of Colour/Racialized Persons, and 2SLGBTQIA+.

Committees reflect broad representation from individuals in diverse practice areas, geographical locations, and urban and rural practice settings to reflect the diversity of the profession and the Nova Scotia population. Those with experience working with marginalized populations and knowledge of cultural safety and humility would also be helpful to support committee work.

You are invited to self-identify in as many categories as apply to you as you wish. Please describe all with which you self-identify.

Important Information:

Please return the application form (3 pages) along with, resume and Conflict of Interest Declaration Form to the Nova Scotia College of Dietitians and Nutritionists by mail: 202-1597 Bedford Hwy Bedford, NS B4A 1E7 or by email: info@nscdn.ca

Conflict of Interest Declaration Form

All committee members are expected to act fairly, impartially, and in the public interest in carrying out their responsibilities. When applying for appointment to a NSCDN committee, you are required to disclose any interests which conflict, could conflict or may reasonably be seen to conflict with your responsibilities as committee member on any of the College's committees. A committee member would be perceived to have a conflict of interest if a reasonable person, knowing the relevant facts, would believe that the committee member's position or relationship with another organization, or the committee member's personal interests, whether financial or otherwise, would be sufficient to influence the objectivity of their committee duties.

Name: _____

Declaration:

I have no conflicts of interest to declare at this time.

I have interests to declare which may actually, potentially or be perceived to conflict with my responsibilities as a committee member. If you are not sure, please explain. Attach additional sheets if you need more space:

I, _____, declare that the information provided on this form is a complete and accurate statement of any actual, potential or reasonably perceived conflict(s) of interest affecting me as a candidate for NSCDN's statutory committee of which I am aware at this time.

Applicant signature: _____

Date: _____