



Continuing Competency Committee Terms of Reference

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 competence¹ 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.

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